

Position Description

ADMINISTRATIVE ASSISTANT AT MATTHEWS PRESBYTERIAN CHURCH

Job Description: To provide the administrative support for Matthews Presbyterian Church

Accountability: Reports to the Head of Staff and is accountable to the Session through the Personnel Committee

Responsibilities:

Provide administrative support to the Head of Staff, the Director of Music Ministries, the Director of Christian Education and Financial Secretary by making copies, running labels, addressing envelopes, ordering supplies and curriculum, and assisting in any other duties requested by pastors and program staff

Facilitate the administrative activities and operation of the church office:

- Maintain presence in office during business hours
- Greet and assist all visitors and manage phone lines
- Coordinate church and Child Development Center calendars to ensure accuracy on website and in worship bulletins
- Utilize and maintain emails, texts, social media, bulletin boards, and outside signage to keep congregation informed
- Update and maintain the ACS software for members' records
- Maintain volunteer schedules and send reminders
- Keep prayer tree updated and notify pastoral staff and officers of pastoral concerns
- Keep attendance records through posting of weekly attendance and assist in tracking absentees with pastoral staff
- Track and facilitate church communication with visitors
- Coordinate use of church facilities with inside and outside groups
- Serve as contact point with vendors and maintenance contractors as needed
- Process wedding requests with the pastor
- Coordinate funeral arrangements with the pastor
- Distribute and maintain building key assignment records
- Maintain inventory of all office supplies
- Schedule as needed the maintenance and repair of all office equipment
- Maintain and update the church's website
- Maintain the weekly announcement sheet for the worship bulletin
- Produce weekly worship bulletin: proof entire bulletin for spelling, grammar, and formatting for spacing and readability
- Count weekly offering with Financial Secretary
- Serve as signatory on checks

- Work with Clerk of Session: maintain accurate congregational rolls and registers of marriages, baptisms, ordered ministries roll, and deaths; assist Clerk of Session with preparation of annual congregational report; assist with collection of yearly statistical data; assist with any materials for Session meetings as necessary
- Other duties as may be assigned by the Head of Staff

Core Competencies

Planning Skills: Maintains routine office hours of Monday-Friday, 8:30 a.m. - 1:30 p.m. Is punctual to work and meetings and stays on task. Demonstrates ability to coordinate and complete multiple tasks in a timely manner.

Team Skills: Accepts role as part of a staff team that works together for the benefit of all staff members and the overall ministry of the church. Takes pride in the personal contribution made to the team effort. Takes personal responsibility for treating all staff members with respect.

Communication Skills: Demonstrates ability for effective and timely communication with church staff, Session, and congregational leaders. Demonstrates appropriate writing skills for areas of responsibility. Demonstrates ability to articulate ideas creatively and clearly. Demonstrates computer skills including but not limited to ACS, Word, Excel, and Publisher.

Interpersonal Skills: Demonstrates positive and caring demeanor to all staff and church members. Demonstrates a willingness to be helpful and cordial. Open to constructive criticism and other's ideas. Engages people positively, with a demeanor of professionalism and optimism. Works closely and collaboratively with officers, staff, and volunteers to imbue joyfulness in all participants. Maintains confidentiality and discretion in all matters.

Professional Maturity: Demonstrates willingness to continue education and improve knowledge and skills.

Note: This position may not be filled by a member of Matthews Presbyterian Church.

Please send resumes to Rev. Luke H. Maybry at luke@matthewspresbyterian.org or call 704-847-4094.

Approved: May, 2018