

Revised August 3, 2011

ADMINISTRATIVE ASSISTANT
JAMIESON MEMORIAL UNITED METHODIST CHURCH
Professional Qualifications

The Administrative Assistant should:

1. Possess a strong faith in Jesus Christ and the ability to communicate that faith clearly.
2. Be proficient in all applications of Microsoft Office and other software used for maintenance of church membership and financial recording.
3. Possess a HS Diploma or GED and have worked in an office environment for a minimum of 5 years.

Duties and Responsibilities

1. Perform secretarial/receptionist duties for JMUMC and pastor and staff, including but not limited to, answering emails and telephones, relaying messages, composing and typing letters, church bulletins and inserts, reports, and general church correspondence.
2. Compile all of the announcements from the Sunday bulletins each month while also soliciting information from the members and prepare a simple 1-2 page newsletter to be mailed to members without e-mail. Send to members with e-mail using e-mail list. Establish cutoff date(s) for compiling newsletter information and publish, with appropriate lead time, these cutoff dates in Sunday bulletins.
3. Manage mail, both incoming and outgoing.
4. Maintain accurate membership database to include membership and friends listing, e-mail, telephone, birthdays, anniversaries, and boards and committees to include a working and accurate membership mailing list. Also compile and publish an annual member and friends directory in cooperation with the Communications team.
5. Maintain accurate membership record updating additions and losses through baptism, profession of faith, transfer, death or removal, performing necessary correspondence, reporting to the pastor upon request and to the Charge Conference.
6. Maintain an accurate master church calendar to include all building use, gathered from information on pastor's calendar, from e-mails received from committee chairpersons and via telephone and post information to website, newsletter, and bulletin.
7. Post information received regarding meetings, building use and cancellations and changes to the pastor's calendar.
8. Perform routine bookkeeping functions as requested by church treasurers, program chairs or pastor.
9. Maintain office equipment.

10. Order office supplies per budget guidelines submitting appropriate receipts and forms to the church treasurer.
11. Assist committee chairs in reminding members of meetings, secure minutes of all meetings and prepare a hard copy for the pastor highlighting any responses or follow up requested of the Pastor.
12. Assist in preparing annual Charge Conference reports.
13. Coordinate work flow needs with any Administrative Assistant substitute so that all responsibilities are completed in a timely manner.
14. Receive visitor cards and pass contact information to pastor, evangelism chair, lay leader(s) and correspondent secretary each Monday.
15. Maintain an e-mail contact list and distribute information, as necessary, under the church e-mail guidelines. Changes to the e-mail list should be sent to the Communications Team Leader or their designated back-up.
16. Other duties as assigned and approved by the pastor.

Supervision

1. The Administrative Assistant shall operate under the direct supervision of the Pastor.
2. The Staff Parish Relations Committee shall:
 - a. Assist the Pastor in annual performance evaluations prior to September 30th.
 - b. Recommend salary and benefit matters to the Administrative Council.
 - c. Meet with the Administrative Assistant when requested to assist with the resolution of discrepancies or conflicts with the Pastor.
 - d. Recommend disciplinary action, if needed.

Performance and Compensation

1. The Administrative Assistant is paid an hourly rate determined and approved by the SPRC.
2. Performance reviews are conducted on an annual basis prior to September 30th and shall be considered but not guarantee an increase in salary.
3. It is understood that there is an expectation of confidentiality in handling information about individual members. The church databases are considered to be the property of Jamieson Memorial United Methodist Church and are not to be used for any purposes outside the church. When the employee leaves the employment of JMUMC, no information is to leave the church. Any questions about this should be discussed with the Pastor.
4. Nothing in this job description shall constitute a contract for employment or a guarantee of employment. Terms and conditions of employment are subject to change by the pastor or the SPRC at any time. Employment at JMUMC is at will and employees are subject to termination at any time and for any reason.

Annual Time Arrangements

1. The preferred hours of this 16 hour per week position are Monday through Thursday from 9:00 AM until 1:00 PM but may be adjusted with the approval of the pastor and the S.P.R.C.
2. Illness and family emergency shall be communicated to the pastor in a timely manner.
3. Following the first year of employment the Administrative Assistant shall be entitled to 16 hours Annual Leave which shall be increased to 32 hours following 3 years of employment.
4. The Administrative Assistant shall be paid for the following holidays: New Year’s Day; Memorial Day; Independence Day; Labor Day; Thanksgiving; and Christmas Day if the holiday occurs on a regularly scheduled work day.

Certification

This certifies that the job description has been reviewed by the Pastor, Staff Parish Relations Committee and the Employee and that each party is in agreement to the stated terms. This is not a contract but an acknowledgment of employment expectations.

Administrative Assistant

Date

Pastor

Date

Chair, Staff Parish Relations Comm.

Date