

# FUMC Job Description: Administrative Assistant

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**General Position Description:** Administrative Assistant performs duties related to the ministry of the church by assisting the pastor and staff with clerical support.

**Supervisor:** Senior Pastor or Business Manager

## **Objectives:**

- Assist the Pastor and Church Staff in administrative related tasks
- Maintain an orderly office/reception space that contributes to organizational proficiency
- Support the vision of FUMC Rockport, it's mission and membership (congregation) with integrity

## **Core Competencies:**

**Hospitable** - Represent an atmosphere of Christian hospitality for all those who walk through the doors of the church and make contact through phone. Demonstrates professional presence.

**Interpersonal skills** – establishes good working relationships with all others who are relevant to the completion of work; informs others so that they have what they need to do work well; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others: uses diplomacy and tact; is approachable; avoids communication triangles.

**Technical skills** – operate office equipment, maintain files and records according to UMC guidelines, and general word processing and data entry.

**Time and Priority Management** – punctual; able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; can appropriately balance priorities

**Ethics and Values** - Honors core values and beliefs of the organization in choices of behavior; consistently embodies appropriate behavior in both stressful and non-stressful situations; practices the behaviors she advocates to others.

**Integrity and Trust-** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Mission Ownership** – Demonstrates understanding and full support of vision, mission, values, and beliefs of FUMC Rockport through behavior.

## **Essential Functions and Responsibilities:**

### **Hospitality**

- Provide reliable presence during Office Hours.
- Answer Phones and coordinate appointments with Pastor
- Coordinate Reception Volunteers and Office Volunteers (Folders)

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- Prepare Schedule Signs for Meeting Rooms, Sign- In Sheets, Name Tags, and Necessary Copies for meetings
- Process Friendship Cards: pass information to appropriate leaders in regards to contacting and connecting
- Help maintain Reception Desk with up to date information

## **Administration Assistance and Membership Secretary**

- Take Minutes at Staff Meeting
- Help keep track of needed office supplies
- Assist with multiple copy projects when needed
- Track Vital Signs: Worship Attendance and group gatherings (Sunday school, studies, interest groups, etc)
- Assist with Pastor's Reports: Monthly and Year End
- Maintain and assemble Welcome Packets
- Serve as support to the Secretary of Church Council and Charge Conference
- Process Friendship Cards: Update membership records and Weekly Prayer Guide
- Keep track of visitors and membership; includes assisting Nurture Committee and Pastor in annual audit of records.
- Keep track of birthdays and anniversary to give to Nurture Committee to send cards at appropriate time
- Post New Member photos on bulletin board.
- Maintain Servant Keeper and photo files for the purpose of Church Directory, Committee/Council Directories
- Help Pastor with Grief Ministry books – remind and mail.

## **Qualification and Education Requirements:**

- High School Diploma or GED.
- Higher Education in Business Administration, Communications, or other related field is desirable.
- Two year experience in general office operations including preparation of correspondence, customer service, public relations, and similar duties.
- Experience in word processing, database record keeping (Servant Keeper), and desk top publishing applications.

## **Working Conditions and Schedule:**

- Church Office Hours 9:00 – 4pm Monday through Thursday
- Tobacco and perfume-free work place.
- Standard Holidays

**Position Type:** Part-time (Approx. 24 hours/week); Salaried

**Benefits:** PTO

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**The UMC Vision Statement:**

Making Disciples of Jesus Christ for the transformation of the world

**FUMC Rockport Vision Statement:**

A Beacon for Christ

**FUMC Rockport Mission Statement:**

Growing Families in Christ through Nurture, Outreach, and Witness.

**FUMC Staff Mission:**

Work on the ministry of FUMC so that the congregation is empowered and equipped to be in ministry.

**First Learning Tree's Mission:**

To provide a Christian environment where experiences help children to develop spiritually, cognitively, socially, emotionally, physically, and to foster Christian growth of the entire family.

Reviewed By:	Laura Becker	Date:	
Approved By:	SPRC	Date:	
Last Updated By:	July 2018	Date/Time:	