

**Title: Administrative Assistant****General Description:**

St. Paul is a vibrant, diverse, and active community of believers dedicated to being the hands and feet of Jesus in our community. The Administrative Assistant shall be a person of genuine Christian character, dedicated to the ministry of St. Paul United Methodist Church and competent to provide overall church office activities, including coordinating office services, pastoral care, and facilities maintenance, and interacting with church membership, attendees, and the general public.

**1. Responsibilities and Duties**

- A. Provide clerical support for Ministry and Administrative Teams and Staff, including but not limited to, such tasks as: prepare, print and mail letters, bulletins, and related materials;
- B. Maintain Church Membership rolls: Update Shelby Next database with contact information and membership information;
- C. Maintain records for baptisms, preparatory roll, deaths, marriages, births, new members, transfers in/out;
- D. Report new members, deaths, marriages, births, etc., for publishing in the Tower. Report appropriate information to the Financial Administrator regarding changes in membership. Prepare and distribute weekly worship summary with attendance, first time, and regular visitors, etc.
- E. Prepare Prayer Requests from Connect Cards/Website and online
- F. Receptionist duties, including:
  - 1. Answer phone, directing calls, relay pastoral care concerns to the pastor(s)
  - 2. Receive and distribute mail, maintain postage machine
  - 3. Greet members and visitors
  - 4. Provide addresses and contact information from Shelby database
  - 5. Maintain registration lists: Wesley night dinners, Senior Adult trips, etc.
  - 6. Work with Communication Director to manage the official church calendar
  - 7. Schedule and supervise volunteers
  - 8. Maintain office supplies and equipment
  - 9. Coordinate communication of maintenance and repair requests into the
  - 10. Maintenance Requests database/spreadsheet

**2. Accountability**

Reports to: Senior Pastor

Shall be accountable to the Personnel Team for evaluation and review and will operate under the conditions of the current Staff Handbook.

### **3. Working Conditions**

Number of Hours: 25 hrs per week  
Schedule of hours: Mon-Friday 9 am-2 pm  
Location Main Building: Works out of the church office

### **4. Qualifications**

Education – At least a High School diploma or equivalent.  
Specific Skills: Software – Microsoft Office Suite, Google Drive tools  
ShelbyNext, copier, scanner, postage meter

### **5. Personal Characteristics**

- A. Demonstrates welcoming presence and positive public image
- B. Demonstrated Christian faith, maturity in personal relationship, ability to work with staff, members, and visitors.
- C. Ability to maintain confidentiality and be flexible
- D. Ability to work independently and within a team on special projects
- E. Ability to learn church-related membership software
- F. Physical Demands: While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel. The employee is required to talk and hear, stand, walk, reach with arms and hands, climb stairs or balance, and to stoop, kneel, and lift at least 20+ pounds to move equipment and materials. Vision abilities required by this job include close vision for use of PC and reports.

### **6. Compensation**

- A. Salary: \$25,000
- B. Benefits: Pension (When the employee puts in 3%, the church puts in 6% of salary).
- C. Generous Paid Time Off
- D. Position is guided by the Staff Handbook.