

Crossroads United Methodist Church

Part-Time Administrative Assistant

(20 - 25 hours per week)

Office Hours: 9 a.m. – 2 p.m., Monday – Thursday

The Administrative Assistant (AA) is a servant minister who serves the congregation and community alongside the pastor and church leadership. The AA reports to the pastor and the Staff Parish Relations Committee (SPRC). The primary duties of the AA, as detailed below, require faith, love, initiative, intellect, competence, adaptability, leadership ability, and more, as this person is in charge of running the church office. This person is often the face of the church and the chief liaison between the congregation and the public.

Primary Duties

A. Pastoral Support

1. Keep all confidential matters confidential.
2. Serve as personal secretary to the pastor.
3. Fronts calls for the pastor. This person will often be the first contact for persons seeking to reach the pastor. He or she will always know how to reach the pastor if needed and will contact the pastor when the pastor is needed. The AA must have the ability to handle matters that do not truly require the pastor's attention. He or she will also need to discern when to deflect matters to other church leaders.
4. Complete tasks assigned by the pastor as needed.

B. Office and Administrative Management

5. Oversee the general operation and efficiency of the church office.
6. Maintains an orderly and clean office and filing system.
7. Manages office supplies, keeps track of inventory, and buys more as needed.
8. Open, sort, and distribute mail.
9. Manages the church's calendar and schedule, and facilitates requests for the use of the facilities to avoid logistical conflicts.
10. Keeps the master calendar updated in the church office and in Realm. You are the go to person when individuals, ministry leaders or committees want to put something on the schedule.
11. Assist the pastor and ministry leaders in gathering information and preparing reports needed annually for Charge Conference and End of Year reporting to the Annual Conference.
12. Maintain Realm (the church management platform) with membership/guest information, attendance records, membership records, and other information as needed.
13. Assist membership secretary assuring membership are kept up to date and accurate.
14. Prepare and send letters for incoming and outgoing transfers of membership.
15. Assist with membership audits.

C. Ministry Support

16. Assist Church Staff and Church Leadership Teams as needed.
17. Assist secretaries on each committee and ministry in the keeping of minutes. Keep copies of minutes electronically and assist in the distribution of minutes and agendas as needed.
18. The AA assist individuals who come to the church seeking financial assistance. The AA will appropriate funds for benevolence according to church procedures and/or direct persons to appropriate charity as needed. This is done in consultation with the pastor.

D. Church Communication

11. Prepare the weekly e-newsletter, "Wednesday's Word," and distribute by noon on Wednesday via email and Facebook.
12. Maintain and update the website and social media with current information.

13. Snail mail information as needed (this is usually by request).
14. Publish announcements in weekly bulletins.
15. Prepare scrolling announcements in MediaShout for worship services and other gatherings as needed.
16. Communicate information to individuals, groups, and the church as needed. This is usually done through text, email, and phone. Realm will become the primary means for internal communication once it is fully implemented.

E. Reception

11. Greet, welcome and direct guests who come during office hours. (The remain locked, so you will need to let guest into the building.)
12. Answers and screens all incoming calls, routing them to the appropriate persons when available and taking messages as needed.
13. Serve as a receptionist at the front desk by answering the phone.

F. Worship and Event Support

18. Prepare and publish the worship bulletins with announcements.
19. Create weekly MediaShout for Worship services, Wednesday Night Supper, and other occasions as needed.
20. Organizing the worship participants (announcers, scripture readers, and communion participants) for each Sunday Service according to an ongoing schedule.
21. Publish worship service resources, prepare and organize worship materials, and maintain the neatness of the sanctuary.
22. Coordinate registration for events, meals, etc.
23. Order flowers for special days/seasons: Births, baptisms, Christmas, Easter, Mother's Day, etc.
24. Schedule Worship Servants with input from the Pastor and Music Director.

G. Gift Records

14. Record honorariums and memorial gifts and mail an appropriate response.

Required Knowledge, Skills and Abilities

- Must be an able and willing member of the church ministry team. You are a minister of the gospel of Jesus Christ.
- Must be committed to CUMC's mission of making disciples of Jesus Christ.
- Must be able to maintain confidentiality.
- Must be comfortable with a wide range of individuals, from all walks of life.
- Must be able to multitask, meet deadlines, complete regular weekly duties.
- Must have a keen eye for detail.
- Must be a self-starter with an innovative approach to administration.
- Must be proficient in graphic layout and design.
- Must be proficient with technology, and able to learn new technology, particularly pertaining to communications, publications, worship, reports, social media, etc.
- Must be able to communicate effectively both verbally and in writing.
- Must be courteous and tactful with parishioners, staff, and the public.
- Must exercise exceptional judgment in dealing with sensitive and personal issues.
- Must be able to prioritize concerns without much guidance, be responsible and take charge.

Education and Experience

- High school diploma or GED equivalent required.
- Associate's degree or bachelor's degree preferred.
- At least two years of clerical or administrative experience.

Paid Time Off (PTO) = Vacation and Sick Days for Hourly Employees

- 1 hour of PTO for every 30 hours worked. See CUMC's PTO plan for details.

Hourly Employee

- \$13.65/ hour

If you are interested in this position with Crossroads UMC, please send a resume with a cover letter to:

Alan Akin, SPRC Chair: alakin63@comcast.net

and

Rev. Thomas Hall, Pastor: tg.hall@georgiaumc.net

Please include salary expectations in your cover letter. Thank you!

Routines

This does not reflect everything that is done each week. It's just a glimpse of regular routines.

Monday

Staff Meeting

Email reminders to Worship Servants for the week.

Follow up with emails and phone messages

Sanctuary straightening—hymnals, paper, gathering worship items left that the ushers missed.

Retrieve the Prayer Book and rerun it to the stand as needed.

Replenish giving envelopes and blue cards as needed.

Realm Updates (Church Management System)

 Attendance updates in Realm

 Member / Guest information updates in Realm

 Update guest information in Realm.

Print the attendance record for the pastor.

Print worship guest contact information for the pastor.

Record Vital Signs information in Data Services, www.ngumc.org.

Update the Church Master Calendar as needed.

Begin Bulletin Template Updating

Begin Wednesday's Word in Smore.

Tuesday

Email and Phone Messages

Finalize Wednesday's Word. Make sure all content is entered. Email to the pastor and proofreaders for review.

Continue work on the worship bulletin.

Prepare MediaShout for Wednesday Night Supper (4th Wednesday) if needed.

Begin work in MediaShout for Sunday Service.

Website and Social Media Updates

Work on tasks assigned in the staff meeting or by the pastor.

Finish Monday tasks that were not completed.

Wednesday

Email and Phone Messages

Final proof and updates for Wednesday's Word. Distribute by noon.

Continue work on the worship bulletin.

Continue work in MediaShout for Sunday Service.

Website and Social Media Updates

Work on tasks assigned in the staff meeting.

Finish previous tasks that were not completed.

Thursday

Finalize the worship bulletin and send to the pastor and proofreaders for review.

Print and fold bulletins.

Finalize MediaShout for Sunday, review with the Music Director, and set it up in the sanctuary.

Email worship servants' info needed for Sunday – Scripture reading, the BIG 3, bulletin, etc.

Print notes for worship servants and place them in the sanctuary as needed.

Make sure everything in the sanctuary is in place for the upcoming service.

Finish all tasks for the week.