United Methodist Church (WFUMC) Alexandria, VA

 Part-Time Church Administrative Assistant

 Position Description - Updated June 28, 2019

 Job Title: Administrative Assistant

 Reports to: Senior Pastor

 Position Status: Part-Time,  Non-Benefits Eligible

 Position Summary:   The purpose of this position, which is viewed as a Ministry is to support the

 Pastoral staff at Woodlawn-Faith United Methodist Church.

**Job  Description:**

The  administrative assistant is responsible for the administration of the church office at Woodlawn-Faith  United

Methodist Church.  He/she will provide administrative support to the Pastor and on occasion to the

Chairs of the various Committees, prepare verbal/ written communication and provide a welcoming office

atmosphere.  Addionally, maintain a high level of confidentality. This position requires a background check.

**Key  Responsibilities:**

1. Office  Administration:

a. Serve as host/hostess to incoming visitors, offering beverages that are available and annoumce

their arrival to the appropriate party.

b.  Answer all  incoming calls to WFUMC in a courteous, timely, friendly, and professional manner

and direct caller to the appropriate recipient politely and quickly.

i. Communicate emergencies to Pastor or church leadership  by text or phone message.

ii. Notify the Pastor, church board, lay  ministers, and chairperson of  Class  Leaders

regarding church members who are hospitalized or disabled;  births, death,

weddings and other events of  church members and families of  members.

c. Monitor  and  respond to incoming email within 24 hours of  notification.

i. Respond to email if/when you are knowledgeable of  the subject.

ii. Pass the information onto the involved parties in person, phone or by email as

soon  as  possible.

iii. In case of emergencies and/or time sensitive emails, call or text the Pastor.

d. Monitor incomingand outgoing  mail.

1. Ensure accurate postageand compliance with office procedures.
2. Do not open the mail directly addressed to the Pastor with the exception of junk

mail/advertisements.

1.  Annotate the date received on the envelope.

 iii. Sort, file appropriately and/or distribute mail/email to the proper person  (Pastor,

 Administrative Chair and/or various committee Chairs).

1.  In case of emergencies and/or time sensitive emails, call or text the Pastor.

2. Original church bills are to be placed in the Finance mail box.

 vi. Make a copy of any bills and give a copy to the Pastor for information  purposes.

 vii. Update the names on office mailbox files when necessary (replace with typed label).

e. Duties pertaining to the Pastor

i. Assist the Pastor when directed/ needed on maintaining or updating his/her calendar.

ii. Type correspondence and schedules for the Pastor as directed.

iii. Charge Conference responsibilities.

1.  Organize, file and make copies of  the charge conference documents

 received from the various  committees.

2. Maintain a computer and paper copy for the office files.

3. Distribute the documents between the District and the church.

4. Add folder for Admin Council Documents (Electronic File).

5. Perform  other  duties  as  assigned.

f. Conference EVAC system:  access, update,  etc., when required.

g. Duties and responsibilities pertaining to membership:

i. Prepare and send out Visitor Letter to all visitors within 48 hours of receiving Visitor Welcome Cards.

ii. Maintain and upkeep Church Officer directory and  Church  Membership  directory

with information obtained from either the Pastor or the  Membership  Committee

iii. Update Church Trac.

1.  Keep computer files  up-to-date.  i.e.  add new members, children, and

friends interested in being on the mailing list.

iv. Send church-wide announcements via email and enter data into the bulletin if

applicable.

v. Report inclement weather messages to members via Church Trac/email  and

local channel news  (closings  as  appropriate).

vi. Change the information on the church sign if applicable.

vii. Update church bulletin board with flyers and articles approved by the  Pastor.

viii. Remove all flyers from bullentin boards that have not been approved by the Pastor.

h.  Office  maintenance,  equipment  and  supplies:

i. Notify the Pastor and the  Finance Chair when office supplies are needed.

ii. If necessary purchase supplies based on the best value to the church.  Only

purchases authorized by  the  Pastor/Finance Chair will  be  reimbursed.

iii. Assist the Pastor or  ommittees with researching and  purchasing church related

educational  materials.

iv. Office  equipment:

1. Notify  the  Pastor  when  office  equipment  is  inoperable  and  requires

maintenance  and  make  a  service  repair  call  to  copier  vendor

2. Order copier ink with current company when needed.

3. Once a month notify the copier company/vendor the amount of  documents

printed and report copier reading to the Finance  Chair.

 4. Print out a copy of the report and provide a copy to the Finance Committee.

v. Maintain the office in a clean, organized, and orderly manner so supplies can  be

easily located.

1. Communication and Worship  preparation:

 a. Prepare church bulletins

i.  Gather weekly announcements,  layout early in the week for printing in the

bulletin, make, and  fold copies for the upcoming  Church  service.

1.  Action  must be completed by Thursday.

 b. Prepare special service bulletins, announcements, and  inserts.

i.  Send out announcements via email  (Church Trac may also be  used  if

applicable).

 c. Create flyers, banners, programs,  etc. for special  programs such as the church  picnic, Easter,

 Christmas,  Mother’s  Day,  and  if  applicable for Women’s  day, /  Men’s  day,  Veteran’s

 day,  and  Choir  Anniversaries,  etc.

 d. Prepare bulletins for memorial services and  weddings.

3.  Assistance to Various Committee Chairs:

1. Coordinate with the Trustees, Chairs, Program Coordinators and affected ministry heads  to

maintain communications (an  efficient  running  church)

i. Take minutes for various committees by request or on-as needed  basis;  such

as, Finance, Worship, Administrative  Council, to fill in for  administrative assistant, if  requested

by the Pastor.

ii. Send out reminders for the upcoming Board and Committee meetings the Friday

 before and the day of.

iii. Coordinate/assist with special events as needed.

b. Prepare flyers and announcements for the committees if  time permits (not  necessarily

part of the administrative assistant’s duties).

c. Assist various ministries with administrative functions to  include coordination of

volunteers for bulk mailings or other duties as assigned.

 d. Take advantage of opportunities to serve and be part of the life of the church

and to work with people as time permits.

4. Time and Attendance:

a. Time and attendance with ability to vary work schedule when needed with  prior

notification.

If incumbent is calling out sick, he/ she must contact the Pastor direcctly by phone, email or text.

b. Fill out time card, have signed by the Pastor, and submit to the Finance Chair.

c. Telework is not authorized at this time.

d. In the event of inclement weather, please follow the Fairfax County school  dismissal

and late arrival policy.  Telework  may be considered as an option. Request

for telework must be approved prior to teleworking by either contacting the Pastor or

the Chair of the Staff Pastor Parish Relations Committee.

e. Report inclement weather messages to members via email and local channel  news

(closings) as appropriate.

**The hours of duty will be Monday through Thursday from 9:00 AM to 2:00  PM.**

 **The maximum of hours working is 25 hours per week unless approved by the  Pastor.**

Any disputes between members of the staff or the church members will be handled by the Staff Pastor

Parish Relations Committee or through mediation with the involved parties.

 **Evaluation  and  Compensation**

The church administrative assistant reports directly to the Pastor and receives  at a minimum yearly performance evaluation. Compensation is reviewed  annually.

I have read and received a copy of  the  Church’s Administrative Assistant  Job  Description.

 I  understand  this  overrides  anything  I  have  been  given  or  told  in  the  past.  I  further understand

that  I  am  expected  to  follow  the  job  description  as  outlined  above,  and  that  if  I have

any  questions  concerning  what  is  expected  of  me,  I  will  speak  with  the  immediate supervisor

 specified  above.

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT  LEGIBLY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The  United  Methodist  Church  is  an  at-will  employer;  as  an  at-will  employer,  you  may  be terminated

or  you  can  resign  from  your  position  with  or  without  cause.  If  you  decide  to terminate your  employment,  you  are  asked  to  submit,  to  the  SPPRC  Chair  your  intent  in  writing

 providing  us  a  courtesy  2 -week  notice  if  it  is  possible.  Your  signature  on  this  document  in  no

 way  implies  permanent  employment  with  Woodlawn-Faith  United  Methodist  Church.

The United Methodist Church is an at-will employer; as an at-will employer, you may be terminated or you can

resign from your position with or without cause. If you decide to terminate your employment, you are asked to

submit, to the SPPRC Chair your intent in writing providing us a courtesy 2-week notice if it is possible. Your

signature on this document in no way implies permanent employment with Woodlawn Faith United Methodist

 Church.

 SPPRC Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_