

## Mechanic Grove Church of the Brethren Administrative Assistant

The Administrative Assistant (AA) is the primary point of contact for visitors and others coming to the church office. The AA staffs the office, handles various office and organizational tasks, and assists the pastors in the administrative work of the congregation.

### **The Administrative Assistant shall:**

- Serve under the direction of the senior pastor and reports to the Ministry Commission (Senior Pastor is the immediate supervisor)
- Be responsible for the administrative tasks necessary for the functioning of the church office
- Provide a welcoming presence for those visiting the church office
- Represent the church and Jesus well in all dealings with vendors and others with whom the church does business

### **This position shall require:**

- 25 hours per week
- Familiarity with Microsoft office and other relevant software
- Ability to work in an environment that is often busy and prone to distractions
- Positive attitude, especially when interacting with visitors to the office
- Attention to detail in all areas

### **The primary responsibilities for the Administrative Assistant include:**

- Answer phones and welcome office visitors
- Produce majority of church publications – (bulletins, newsletters, etc)
- Other responsibilities in coordination with and assigned by the senior pastor

### **Job Specifics:**

#### Church Publications:

- Prepare monthly newsletter
- Prepare annual church directory
- Compile information and type weekly bulletins and bulletins for special services – funerals, love feast, etc.
- Prepare lyric and announcement presentations for use during worship services
- Maintain church website
- Prepare council packets for all church council meetings
- Submit reports to the ANE District Office, Messenger, and Yearbook as requested
- File new member quarterly reports with the Messenger

### **Record Keeping**

- Enter new information to church database
- Track attendance for worship services, Sunday School classes, etc.
- Keep church mailboxes current, as needed, in consultation with Pastoral staff
- Update Sunday school classes to next grade in church database annually
- Maintain clearances for all those working with individuals under 18
- Monitor church rentals – documentation given, deposits paid, and share this information to those that need to know of the events
- Maintain church calendar for facility use, including scheduling outside rentals

Attend weekly Staff meeting