

## **POSITION DESCRIPTION**

### **POSITION: Administrative Assistant/Church Secretary**

**Aldersgate United Methodist Church Mission** is to recruit and equip disciples for Jesus Christ for the transformation of the world.

**GENERAL RESPONSIBILITIES:** To enhance the ministry of the church through the handling of the church office, management of the records and database, management of the calendar and scheduling, all other clerical tasks and other tasks as assigned by SPRC.

### **RESPONSIBILITIES:**

1. Principle Function: Helps implement the administrative functions of the Pastor, Treasurer, Organist, Choir Director and heads of all committees. Clear, helpful communication between the church office and church membership and constituency is a goal of the church secretary.
2. Daily Duties: Answers phones – handle calls accordingly (takes message, schedules events, etc.) and forward the call to the appropriate staff person. Update the church calendar. Open mail and distribute. Answer questions and complete most business involving established policy or routine matters (which may include communication to people with sensitivity and confidentiality). Greet those who come into the office, answer their questions, give needed assistance, or refer them to the proper staff person. Keep church records as assigned, including records required by the Book of Discipline as well as those requested by church committees. Of primary importance is the maintenance of current membership roll and mailing list. Operation of a computer system in the daily task of organizing and implementing church business. Assist in drafting and typing letters, reports, records, etc., as needed for program staff and church officials. Maintain and update database of mailing lists, membership status, birthdays and committees.
3. Office Hours: The Administrative Assistant will schedule office hours as follows (unless otherwise modified with the Pastor and SPRC):  
Monday through Thursday  
9:30 AM – 2:30 PM
  - a) day after Labor Day – May 31<sup>st</sup>9:30 AM – 1:30 PM
  - a) June 1<sup>st</sup> – Labor Day
4. Weekly Duties: Record the weekly offerings; post the reports; make the bank deposit. Check the Pew Pads, update list for Barnabas. Compile, create and copy the weekly bulletin. Copy and send “Home Touch” letter to shut-in list. Post all deaths, marriages and baptisms. Type and print the Sunday bulletins, design the monthly newsletter, and other brochures and flyers that are periodically requested by staff and committees. Organize and maintain financial records, including payroll, deposits, payments and bank accounts. Organize and send bulk mailings. Complete postal forwarding of daily church

mail. Give clerical support of all program staff and church committees. Order curricular material and other supplies needed by the church, as directed by staff. Maintain a master calendar of all church activities and of all events taking place in our facilities.

5. **Monthly Duties: Compose the Trumpet Call**

- (a) Collect information before deadline
- (b) Call to remind volunteers of the date to fold and label the newsletter
- (c) Count and separate bundles before taking them to the post office for mailing

**Attend Leadership and Finance meetings**

- (a) Take minutes
- (b) Copy and distribute minutes as needed
- (c) Keep a comprehensive file of all minutes from Committee meetings if provided to the AA by the Committee.

Send out notice of all meetings of all committees requested.

Schedule meeting and arrange appointments as needed for minister and other officials.

Order and maintain an adequate inventory of office supplies. Arrange for delivery and pick up of supplies when necessary. Maintain office equipment and arrange for repairs when necessary. Maintain an orderly environment including dusting, straightening materials, equipment, etc.

6. **Yearly Duties: Complete year end statistical report for Yellowstone Conference. Prepare local church charge conference reports. Complete the year end closings on the computer. Run yearly giving statements and mail to members and constituents. Prepare church leadership list, update computer files to include new persons elected and remove persons deleted from various committees. Meet with the Treasurer to compile information for yearly budget. Meet with the audit committee and prepare the annual audit.**

7. **Other: Maintain church membership records, deaths, transfers in and out, baptisms. Schedule meetings for church groups and others using the building. Purchase office supplies, etc. Type handouts, lists, letters, other information as requested. Update rolodex and computer lists with new names. Print and run letterheads stationery and envelopes as needed. Schedule nursing home worship times and "Insights" articles for the Ministerial Association, mail schedules, update clergy address list. Perform other tasks as will be assigned by the pastor or by the Staff Parish Relations Committee. Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform the pastor or the Chairperson of the Staff Pastor Relations Committee at least two weeks prior to taking vacation or personal leave. Include the name, address and telephone number of the substitute.**

**QUALIFICATIONS:**

- 1. Dependable, responsible, and self-motivated. Must have regular timely attendance during stated or negotiated hours.
- 2. Possess excellent communication skills and a strong team player with the staff. Professional and courteous verbal and written communication skills in order to practice and foster effective communication within the church organization and its teams.

3. High School Diploma or GED required.
4. Good organizational and planning skills, and an ability to delegate with staff and volunteers as needed.
5. Knowledge and competence in computer-based bookkeeping, accounting, and reporting (i.e., Quick Books Pro) for a nonprofit entity. Familiarity with fund accounting a plus.
6. Effective computer skills, including word processing (MS Word), Publishing, communications, e-mails, and general website navigation skills.
7. Experience working with banking institutions.
8. Attention to detail and precision while maintaining a high ethical standard. Timely and consistent attendance and availability for work and meetings.

**TERMS OF EMPLOYMENT:**

This position will be a full time position as set forth above. This is a salaried position of \$\_\_\_\_\_, with the understanding that from time to time this staff person may need to give some extra time to do the work requires (such as Charge Conference report).

**ACCOUNTABILITY:**

The Administrative Assistant/Church Secretary will work under the direct supervision of the Pastor in consultation with the SPRC. Arrangements for special hours, changes in days off, and other such issues shall be a reviewed and agreed upon between the Pastor and the Administrative Assistant. Also, the Administrative Assistant shall exercise any and all powers delegated to him/her by the Pastor.

This position description was adopted by SPRC effective for July 1<sup>st</sup>, 2016.

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Brad L. Belke  
Aldersgate UMC Lay Leader

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Gayle Nicholls  
SPRC Chair