

Hanover United Methodist Church Hanover, IN

POSITION DESCRIPTION: ADMINISTRATIVE ASSISTANT

The mission of Hanover United Methodist Church is to nurture one another as we reach out to children, youth, the unchurched, and those with spiritual, physical or emotional needs as we each come to know Jesus Christ and learn to live by His example.

POSITION SUMMARY:

The position of the Church Assistant is a very special ministry and very important in a church setting. The person in this position is on the front lines of this ministry and is one of the first people the public sees and talks to. She or he is a reflection of the church and should always remember this. The person selected for this position should be a Christian with general office skills.

RESPONSIBLE TO:

Direct supervision comes from the Pastor, and Staff Parish Relations Committee (SPRC) for personnel issues.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Provide pastor and other ministerial staff with administrative support.
- Produces material and information by transcribing, formatting, inputting, editing, retrieving, copying and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence, collecting information, and initiating telecommunications in a timely manner. This will include updating the membership list monthly.
- Prepare reports by collecting information. This includes annual reports to the conference and an annual membership report to SPRC in January.
- Maintains HUMC's schedule by maintaining calendars for the church (including online calendars), arranging and reminding committee members of all meetings.
- Completes requests by greeting customers, in person or on the telephone, and answering or referring inquiries.
- Maintains office supplies by checking stock to determine inventory, anticipating needs as well as placing and expediting orders for all approved church supplies (e.g. janitorial, maintenance, curriculum), and verifying receipt.
- Tracks use of Church Credit Card and assures use of vouchers on all credit card purchases
- Completes weekly worship folder, including bulletins, liturgist materials, and presentation software materials, asking for proofreading services from the pastor or other parishioner each week.
- Assist the pastor and Care Team with receiving, collecting, and emailing prayer requests and prayer lists.
- Assist the pastor with the preparation and distribution of the weekly email newsletter and posting the newsletter on Facebook.
- Prepares the monthly newsletter in both electronic and paper formats and distributes appropriately.
- Maintains and updates informational brochures and fliers describing the church and its offerings for various purposes.

- Keeps office equipment operational by following manufacturer instructions and established procedures.
- Provides easy reference by utilizing filing and retrieval systems both paper and electronic.
- Maintains technology knowledge and seeks technological solutions to improve office operations.
- Other duties as assigned by pastor or SPRC (e.g. church directory, kids programming).
- Maintain an orderly church office presentable to the public.
- Attend church Administrative Council meetings (one evening per month).

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, and accountability.
- Should be conscious of the need for confidentiality concerning financial records, counseling situations, personnel matters, and health matters, etc. of congregational participants which should be kept private unless we have permission to disclose.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should be willing to seek new information, training, and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.

QUALIFICATIONS:

- High School diploma required. Technical certificate, associate or undergraduate degree preferred
- Two or more years of clerical and/or secretarial experience strongly preferred.
- Strong interpersonal skills with an ability to interact professionally and courteously in-person, on the phone, and in email communications. Ability and commitment to maintaining confidentiality.
- Demonstrable computer skills, including ability to use Microsoft Office Suite, Facebook, Canva.
- Strong written and verbal communication skills.
- Ability to use basic office equipment, including a computer and copier.
- Strong organizational skills and attention to detail.
- Ability to meet deadlines.
- Ability to work both independently and under the supervision of the Pastor.
- Knowledge of the United Methodist Church or another mainline denomination preferred, but not required.

HOURS: Monday – Friday, Part time, 15-20 hours per week (schedule to be determined; flexible within reason)

ACCOUNTABILITY: The Administrative Assistant reports directly to the senior pastor and indirectly to the SPRC.

REVIEW AND EVALUATION: the SPRC will meet annually with the employee for a review and evaluation following the church job description for this position.

BENEFITS: This is a part-time position. Social Security benefits will be paid as required. Health care insurance is provided by the Affordable Care Act. Vacation policy is yet to be determined.