

# **CROSBY UNITED METHODIST CHURCH**

## **ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION**

**Crosby United Methodist Church (CUMC) is seeking a person who has a personal faith in Jesus Christ as Lord and Savior and who is willing to share their faith as a spiritual leader with those whom they interact while serving in the position at CUMC.**

**The primary role of the CUMC Administrative Assistant is to help the laity and the pastor in their commission of making disciples for Jesus Christ.**

This position requires attention to the day-to-day tasks of general office work within the context of the vision and mission of the Church. The Administrative Assistant is often the first person the public sees or talks to. The Administrative Assistant is also the person who works on projects with the pastor and the laity as they fulfill ministry roles. The Administrative Assistant must create an environment that is inviting to people passing through on a daily basis thus demonstrating a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical. Additionally, the Administrative Assistant handles a variety of duties necessary to enable the organization to run efficiently including the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

### **Characteristics and Abilities:**

- Have a caring attitude, excellent people skills, and high integrity
- Be accessible, responsive, reliable, and flexible to handle the changing needs of the church
- Have clerical, communications, computer, and general office organizational skills
- Have effective verbal, writing, editorial, publishing, plus web and social media skills
- Have a Christ-centered life including knowledge of the United Methodist church and be able to work with the church's unique calendar.
- Appropriate phone etiquette

### **Structure of Accountability:**

- The Administrative Assistant will work under the direction of, and report to, the Pastor; and will work closely with the members of the Staff Parish Relations Representatives on the Board of Stewards (following to be referred to as SPRC Representatives) to maintain clear channels of regular communication.
- Participate in an annual review of performance and compensation in November with the committee. (Interim evaluations and consultations can be held at the request of the Administrative Assistant, the Pastor, or the SPRC Representatives).
- The Pastor and SPRC representatives will work in consultation with the Administrative Assistant to ensure that they are offered opportunities for training/enhancing of skills (such as to qualify for Notary Public, attend Church seminars, be certified/re-certified in CPR, etc.)
- Consent to background check and qualify for the Safe Sanctuary certification.

### **Specific Time Requirements:**

- The Administrative Assistant will work Monday through Thursday from 8:00 am to 4:00 pm, Lunch from Noon to 12:30pm.
- These standard working hours are normally maintained except in consultation with, and prior approval of the Pastor and SPRC.
- Other matters, including paid vacation and holidays, are in accordance with HR Policies of the Church and expressed in writing in the Employee Handbook.

**General Responsibilities:**

- Must be well organized and responsible for making sure the office is accessible and that things are easy to find for other staff and volunteers of the church.
- Make regular trips to Post Office for church mail and sort for distribution to appropriate addressees.
- Ensure all documents containing sensitive information be kept secure and out of view.
- Understood as chief steward of the office.
- Proficient in appropriate computer programs, church web page, and posting to church social media pages.
- Efficient and effective publishing skills with office equipment.
- Have an eye for creating effective and stylish forms of public communication and remain on top of ever changing trends and technologies that could improve the effectiveness of the church's communication of information to the public.
- Ability to multitask

**Specific Responsibilities:**

- Proper and effective verbal, written, and editorial communication skills.
- A strong willingness to learn new skills and ways of improving oneself for the enhanced efficiency and effectiveness of the ministries of the church all the while working as part of a greater team in the body of Christ.
- All applicable duties as assigned by the Pastor for the ministries of CUMC.
- Responsible for proper documentation of any volunteer to be in compliance with liability insurance.

**Congregational and Ministerial Support:**

- Prioritize work in such a way as to be available to work one-on-one with Pastor when needed
- Correspondence sent in a timely manner; keeping log of mailings.
- Maintaining church records as the Membership Secretary required per UMC Discipline.
- Logistics support duties.
- Refer requests for individual assistance from church to Churches United In Caring.
- Preparation of Annual Reports, i.e., End of Year Reports, Charge Conference Reports, (with Lay Leadership, Church Treasurer, & Pastor)
- Preparation and publication of Church Bulletin and Newsletter.

- Publication via emails of communications from committee events, meeting, etc., provided by committee chairpersons.
- Organize receipt of materials/services, postal deliveries, purchase order releases, etc.
- Assist church lay members and pastor in maintaining the church calendar(s), event scheduling, bulletin boards, church emails, website, etc.
- Assist visitors during office hours when the pastor is not available that require consultation or assistance with emergencies, etc.
- Remain abreast with church protocol, assisting staff with channeling information to the proper committees, ministries, etc.

**Personal Time-off:**

- Refer to Employee Handbook for PTO.

This job description is a general description of essential job functions. It is not intended to serve as an employment contract, nor does it describe all the duties someone in the position may perform. All employees of CUMC are expected to perform tasks as assigned in a timely manner as determined by the Pastor, regardless of job title or routine job duties.

**INITIAL 90-DAY EVALUATION PERIOD OF EMPLOYMENT**

I understand that an initial 90 day evaluation period is used to confirm that I am able to meet all performance and behavior expectations as the Administrative Assistant. Either I or CUMC may initiate the end of employment during the probationary period.

I have read and understand the job description for the position of Administrative Assistant of the Crosby United Methodist Church. I am willing to accept this position and will follow the guideline of the United Methodist Church Doctrine as well as the Policies and Procedures of the Crosby United Methodist Church as stated through this job description and the employee handbook.

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Signature of Administrative Assistant

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Date

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Signature of Pastor

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Date

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Signature of SPRC Lead Representative

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Date