

POSITION DESCRIPTION

TRI-LAKES UNITED METHODIST CHURCH (TLUMC)

POSITION: Administrative Assistant

SUPERVISOR: Lead Pastor

POSITION CATEGORY: Full Time Staff

POSITION SUMMARY: The Administrative Assistant manages all activities of the church office and performs duties related to the church's operation under the direct supervision of the Lead Pastor. The Administrative Assistant provides administrative and clerical support for the staff and leadership as required to conduct church business. This is a full time position (35 hours/week).

RESPONSIBILITIES:

- Communications:
 - Serve as church receptionist: screen incoming calls, receive visitors, provide referrals, etc.
 - Check and respond to all emails promptly.
 - Send out prayer requests.
 - Distribute mail
 - Prepare bulletins, track communication requests, provide materials as needed
 - Maintain organization of materials in the Great Room.
- Documentation:
 - Maintain master calendar of events and facility usage.
 - Maintain reports of church council, church conferences and committee meetings.
 - Generate annual church conference booklets
 - Maintain and submit statistics to conference, annually
 - Maintain and update listing of alarm codes, keys
 - Maintain weekly attendance for worship, Sunday school, youth groups, classes, nursery, studies
- Financial:
 - Maintain file of all invoices
 - Co-sign checks and send out payments
 - Track and submit admin budget annually
 - Submit admin credit card statement and budget invoices for payment
 - Communicate with financial institutions on behalf of Church Treasurer, Chair and Secretary of Finance Committee
 - Provide support to treasurer and finance secretary
- Membership:
 - Keep updated records of members and constituents in software (Breeze)
 - Keep updated records of attendance, spiritual gifts, calendar events, membership status, etc.
 - Forward information on new visitors to Director of Discipleship, pastor and others as needed
 - Prepare certificates, bibles, name tags for new members
 - Maintain lists of baptisms, birthdays, marriages, anniversaries, and deaths
 - Maintain church directory
- Scheduling:
 - Maintain updated records of volunteers in software (Planning Center Online and Breeze)
 - Schedule all volunteers
 - Send email reminders weekly
 - Track volunteer positions to ensure Sunday morning services are covered.
 - Provide chart/layout of communion servers each week
- General Duties:
 - Work with vendors to maintain office equipment, and with building maintenance contractors, maintain and purchase supplies, maintain stamp machine, etc.
 - Work with IT when needed for internet, server, computer support, etc.
 - Attend weekly staff meetings
 - Maintain organization in the sanctuary, straightening and cleaning as needed.
 - Submit monthly time sheets

QUALIFICATIONS:

Commitment to Christ and Church is essential; must be a professing Christian. Confidentiality is required. Must be self-motivated, possess the ability to work independently without supervision, be creative, be flexible and exhibit the ability to be accountable, the ability to be taught and must have a conscientious work ethic. Possessing the ability to be a team player is required. Three to five years experience in secretarial or administrative work is preferred. Good communication skills, proficiency in the using standard office equipment, good organizational skills and experience using Apple computers and iPads are all required.