

**Office Administrative Assistant
Ministry Description
Approved by Vestry on 1/15/2017**

**Position: Administrative Assistant
Reports to: Rector**

Ministry Summary

The position of administrative assistant is to ensure that the daily business affairs of the parish are handled in an orderly and timely fashion. Serving under the direction and supervision of the Rector, the administrative assistant shall be responsible for: maintaining the parish office and equipment; scheduling of appointments; answering the telephone and relaying messages; preparing and distributing service folders for the liturgies, reports and other printed materials; and doing other administrative tasks as agreed upon. This position requires a minimum of two (2) years as an administrative assistant and proficiency in Word and Excel. Experience in internet email software such as Constant Contact/Vertical Response is highly recommended. Training can be provided. **The administrative assistant maintains and upholds the highest level of confidentiality and neutrality at all times.**

Responsibilities of the Administrative Assistant

A. General Duties

- a. Oversee the general operation of the church office and maintain and uphold the highest level of confidentiality and neutrality at all times.
- b. Order and maintain all supplies (bulletins, paper, computer supplies, office supplies, forms, certificates, etc.)
- c. Verify that all congregational reports, agendas, minutes are completed and mailed or distributed on time.
- d. Administrative assistant to the Rector and staff including scheduling mailings and correspondence. The church office is accountable to and supervised by the Rector.
- e. Attend all regularly scheduled staff meetings and special meetings (as requested by staff) and report/distribute minutes for each.
- f. Type and oversee the assembly of the weekly church bulletin and large print bulletin.
- g. Complete copy of the weekly bulletin for the (Interim) Rector with all music in binder
- h. Create and print weekly readings for the Lectors.
- i. Create weekly slide show for Sunday
- j. Type all necessary materials for the newsletter (calendar and worship responsibilities).

- k. Mail weekly newsletter to individuals without email.
- l. Make sure that all bulk mailings are assembled; forms complete; and sent out on time.
- m. Prepare all wedding, funeral, special bulletins, and programs as needed.
- n. Maintain all files as needed (i.e. correspondence, legal papers, letter of transfer, etc.).
- o. Compile, type, and oversee that the annual reports of the congregation are distributed.
- p. Maintain bulletin board in parlor with upcoming events information
- q. Order flowers for Sunday service
- r. Maintain a schedule of volunteer office workers (i.e. receptionist duties, bulletin assembly).

B. Scheduling

- a. Maintain a master calendar for the year which details all services, programs, events, weddings, as well as outside groups using the church facilities.
- b. Handle all scheduling of groups, committees, and organizations in and outside the church who wants to use the building/facilities with Junior Warden or Rector Approval.
- c. Ensure that a monthly calendar is available for the newsletter including the schedule for the altar guild, ushers, acolytes, lectors, communion assistance, etc.
- d. Maintain and confirm all schedules of the committees that will be meeting at the church during the year.
- e. Responsible for typing the weekly calendar and news items in the newsletter and the weekly service bulletin.

C. Record Keeping

- a. Ensure that all baptisms, weddings, funerals confirmations, and other official acts of the church are recorded and kept current in the parish register.
- b. Maintain all weekly attendance and communion records.
- c. Maintain a current membership roster and publish a yearly congregational membership directory.
- d. Maintain a current list of member transfers in and out of the congregation, including a current list of new and prospective members as direct by the pastor.
- e. Maintain a current list of worship volunteers (ushers, lectors, altar guild, communion assistants and acolytes).
- f. Compile important lists for congregational council (nominees, etc.).
- g. Maintain necessary lists of standing committees (Sunday school lists, flower orders forms, offering envelope lists, shut in lists and organizational lists).

D. Computer generated reports, database, and forms

- a. Maintain the necessary forms and database in addition to the following

- i. Seasonal flower order forms
 - ii. Permission slips
 - iii. Use of building permits
 - iv. Wedding bulletin forms and wedding expense sheet
 - v. Baptism and wedding information forms
 - vi. Worship service formats
 - vii. Form letters for committees and events
 - viii. Time lines and schedules
 - ix. Assist Rector in: membership rosters, newsletter roster, confirms membership roster and inactive member lists.
 - b. Generate mailing labels and lists
 - c. Generate a file of logos for the church bulletins, letterhead, thank you notes, and envelopes.
- E. Other duties and responsibilities
- a. Handle incoming calls
 - b. Maintain office equipment in regards to schedule maintenance, contract phone calls
 - c. Create and print correspondence, fliers, notices, etc. for staff
 - d. Handle all incoming mail
 - e. Maintain petty cash and provide documentation to financial secretary
 - f. Purchase stamps
 - g. Accept deliveries
 - h. Maintain computer backups files
 - i. Update all mailing lists as changes are noted

Responsibilities of the Vestry to the administrative assistant

- A. To help the administrative assistant carry out their duties
 - a. Provide adequate space, equipment, and supplies which will enable the administrative assistant to fulfill their responsibilities.
 - b. Maintain good communication and follow the chain of command.
 - c. Utilize the most efficient computer software available so that the administrative assistant's job can be done efficiently.
 - d. Adhere to deadlines (to have all reports to the administrative assistant four weeks prior to the annual meeting) and schedule policies as directed and implemented by the administrative assistant.
 - e. Provide the necessary training to help the administrative assistant keep current with the changing demands of the congregation and new equipment and software.
 - f. Provide for an annual review of the administrative assistants and make changes, additions, subtractions or recommendations to the vestry. During the first year of employment this review would be done at the end of the first three (3) months, and again at six (6) months. Afterwards, the reviews will be held yearly.
 - g. Affirm and support the work of the administrative assistant and their calling to serve Christ in this ministry
- B. For the administrative assistant's compensation

- a. Provide an hourly wage of \$12.00 /hour to be paid weekly/bi-weekly along with a record of wages received and any withholdings for taxes, social security, etc.
Hours per week: 20 to 25 hours as agreed by Rector and employee.
The congregation does not provide health insurance and/or a retirement plan
- b. Provide for an annual review of the administrative assistant's work by the Rector and the personnel review committee identifying needs and productivity. Based on the review, a yearly employee agreement will be proposed to the Vestry for approval. All new changes will be reflected in the next year's budget subject to the congregational approval. The signed employment agreement will be kept on file in the church office.
- c. Vacation time is based on 20 to 25 hours per week and must be taken within the calendar year. A full weeks' vacation time must be requested 30 days prior to the vacation and approved by the Rector. Individual day requests are at the discretion of the Rector.

1st year - 1 week
2nd - 4th year - 2 weeks
5th year and beyond - 3 weeks

- d. Unpaid time off for illness (person or immediate family) can be made up within that pay period as directed by the Rector.
- e. Provide unpaid time off on the following holidays and observances
 - i. New Year's Day
 - ii. July 4th
 - iii. Thanksgiving Day
 - iv. Day after Thanksgiving*
 - v. Good Friday*
 - vi. Easter Monday*
 - vii. Christmas Eve*
 - viii. Christmas Day
 - ix. Day after Christmas*
 - x. Memorial Day
 - xi. Labor Day

*May be taken if all work is completed and approved by the Rector

- f. If a holiday falls on a scheduled day off, that can be transferred to another day if approved by the Rector.

Upon hiring, there will be a ninety (90) day probationary period and evaluation followed by a second review at six (6) months. After the first year the reviews will be held annually.

The below signed employee has read and understands the responsibilities set for in the job description above. This contract is good for a period of one (1) year. While

our anticipation is an association to the completion of the term indicated above, either party may terminate this agreement provided written notice thirty (30) days prior to the date of termination.

Employee signature

Date

Senior Warden

Date

Rector

Date

1-25-2017