



Faith United Methodist Church
207 E. Dewald Street, Fort Wayne IN 46803
(260) 744-4238 | www.wearefaithumc.org |

Church Administrative Assistant Job Description

Position Summary: The *Church Administrative Assistant* at Faith UMC will perform clerical and administrative tasks, under the general day-to-day supervision of the Pastor, that will support the overall function and activities of the church. The Administrative Assistant is on the frontlines and is often the first person the public talks to or sees as the initial representation of Faith UMC. For the church to do ministry in many areas, adequate support and administration for all ministries is essential. The Administrative Assistant must create an environment that is inviting to anyone passing through and is comforting and calming to those who may be dealing with stress or confusion. His/her primary function is to oversee all activities of the main church office.

Reports To: Senior Pastor (Supervisor)

Employment Status: Hourly | **Hourly Wage:** \$20/hour

Hours:

- Twenty-Six (26) hours per week.
- Tue, Wed, Thur 9am- 4:30pm, Fri 9am – 2:30pm. (30 min unpaid lunch break)
- *(Additional hours may be required to complete all assigned duties during busy liturgical seasons such as Advent, Christmas, Lent, Easter and Other Church Events)*

Abilities & Qualifications:

- A strong desire to serve within a church.
- Outstanding interpersonal people skills (i.e., “I care”).
- A self-starter, good at multitasking and prioritizing projects.
- Extreme attention to details with an eye for excellence.
- Excellent clerical, communications, computer and organizational skills.
- The ability to discern needs and take initiative to meet those needs.
- Highly effective verbal, writing, editorial and publishing skills.
- Must have a professional attitude and display a servant’s heart.
- Ability to protect the reputation and integrity of others through strict confidentiality. Wisdom to refrain from indiscriminately sharing information is critical.
- Willingness to learn new skills, work as a team player and overall dependability and accessibility are very important.

Primary Responsibilities: *(includes but is not limited to):*

Office Administration:

- Support for Congregation and Guests – The Church Administrative Assistant will greet all visitors, members, and service technicians as they enter the building and will assist them as needed during office hours.
- Telephone Coordination – The Church Administrative Assistant will become the “during-the-week-voice” of the church. This person must be able to communicate effectively in a broad range of areas by fielding phone calls and communicating messages

to the Pastor and other church members. He/she will check the telephone answering system regularly and make notes, return calls or deliver messages to Pastor, etc. as appropriate.

- Correspondence and Outgoing Mail – Compose letters as required or requested. This includes preparing and sending out greeting cards, preparing and mailing welcome letters to new members; ensuring those being baptized are provided baptismal instructions; preparing and sending out follow-up postcards to visitors; and other administrative correspondence as requested. He/she will ensure all correspondence and mail is handled/mailed in a timely manner.
- Incoming Mail – Check church mailbox daily; sort and distribute as appropriate.
- Email – Check email regularly during the day and respond, redirect, or flag/print for action as appropriate.
- Maintenance of Office Equipment – Operate, clean regularly, schedule maintenance as needed, and/or recommend service for all office equipment including copiers, computers, printers, etc.
- Maintenance of Church Records – Utilize church management software to maintain all membership records and update weekly attendance.
- Maintenance of Office Files – Keep all files in an orderly manner and prepare filing system directions for others.
- Maintain records of baptisms, weddings, membership, and visitor attendance.
- Office Supplies – Maintain inventory of office supplies and reorder as needed.

Support To Church:

- Calendar – Manage and keep an up-to-date master calendar of events for all church and in-house community activities.
- Reporting – Generate reports as requested and assist with annual conference reports and other reports, as needed.
- Correspondence - Assist in the preparation and distribution of church newsletters, bulletins, and other informational materials.
- Bulletin Boards – Maintain bulletin boards and church calendars with current events.
- Maintain and update the church's website and social media platforms.
- Presentations - Prepare weekly PowerPoints / ProPresenter for Sunday service.
- Advertising - Create fliers and other marketing materials that promote the church's brand and amplify the church's message.

Support to the Pastor, Staff & Volunteers:

- Assist the pastor and worship team with preparation for busy liturgical seasons such as Lent, Advent, Christmas Eve, etc.
- Coordinate and schedule meetings and events for the church staff and ministry leaders.
- Coordinate guest preachers, speakers and presenters and assist with travel, hotel, honorariums, special requests, etc.
- Submit Receipts to finance chair and oversee church credit cards.
- Assist in the coordination of church events, such as worship services, baptisms, communion, weddings, funerals, pantry, community events at Faith and outreach programs.

Miscellaneous

- Other duties as assigned by the pastor.