

BENTON UNITED METHODIST CHURCH ADMINISTRATIVE ASSISTANT

Direct Report: Business Administrator
FLSA Status: Non-Exempt – Part-time
Schedule Variation: 29.5 hours per week--12 months of year (830am-4pm M-Th, 830am-12pm Friday)
Prepared By: SPR in conjunction with Sr. Pastor and Administrator
Revised Date: October, 2017

SUMMARY

It is the responsibility of the administrative assistant to support the general goals and ministry of Benton United Methodist Church in work and deed. This is to be accomplished through consistent communication with, and under the direct supervision of the church administrator, who will act as the liaison for the Staff/Parish Relations Team.

The position exists to provide administrative assistance to the pastor and other staff, and to provide a welcoming atmosphere for church members and guests.

JOB REQUIREMENTS

1. The administrative assistant shall be able to demonstrate faith in Jesus Christ as Lord and Savior, and have current active membership in a Christian congregation.
2. The administrative assistant shall be at least 18 years of age.
3. The administrative assistant shall demonstrate the functional capabilities of a secretarial position by demonstrating appropriate typing skills, filing skills, light book-keeping capacity, and courteous telephone skills. The person must also possess the capacity to operate standard office machines including computers, copiers, fax machines, etc., as the job may require from time to time.
4. The administrative assistant must be a self-directed person capable of planning, projecting and carrying out the functions of the office without step-by-step instructions.

ESSENTIAL FUNCTIONS

1. The administrative assistant will be responsible for opening the church office and being available Monday-Friday by 8:30am in preparation for each workday and closing the church office at 4pm Monday-Thursday and noon on Friday.
2. The administrative assistant works closely with the pastor and business administrator and is therefore privileged to highly sensitive and sometimes confidential information. It is imperative the administrative assistant be a person of strong integrity in order to maintain the confidentiality of information that will pass through the church office.
3. Handle correspondence for the pastor, administrative assistant, and others in official capacities within the church structure--composing and typing letters when requested and preparing other correspondence as needed. This includes assisting with organizing and filing.
4. Keeping the church calendar up-to-date is the responsibility of the administrative assistant. Events, meeting and appointments must be added to the calendar as quickly as possible. It is important to add as much detailed information as possible and make sure to promptly notify everyone that will be involved or affected by the event.

5. Keep church records up-to-date and accurate. This includes membership, baptism, deaths, marriages, prospective members, transfers etc. This also includes mailing the appropriate letters and correspondence to notify others of the changes. Current information on members and prospects must be maintained as efficiently as possible.
6. Supervise and assist volunteers with Church Directory.
7. Prepare the church bulletin weekly, and the newsletter as needed to inform the congregation of worship and other activities. Bulletins must be neat and reflective of the overall attitude of Benton UMC to be an open, inviting, caring congregation. Bulletins should not be completed before Thursdays so last minute announcements and changes can be made. The bulletin is often the first contact a visitor has with any church. Therefore, the bulletin should reflect the highest standards of accuracy and appearance. There will be bulletins for special events as well.
8. Take minutes at staff meetings and distribute as needed.
9. Assist the pastor and administrator in Charge Conference and Conference Audit preparations as directed.
10. Keep the administrator abreast of current filing systems so information will be available when administrative assistant is out of office.
11. Assist with maintaining bank reconciliations to add another level of audit controls/segregation of duties.
12. Be aware of the pastor's whereabouts when he/she is out of the office. The pastor's whereabouts is not always public information, and the administrative assistant shall be responsible for determining whether the party requesting the information needs to know.
13. Primary person to order church office supplies.
14. Working in conjunction with the Church Janitor, ensure that adequate paper products are available for use in church functions. Supplies include: plates, cups, utensils, napkins, etc.
15. Assist church volunteers with performing various duties.
16. Other duties may be required from time to time as agreed upon by the administrative assistant, the pastor, and SPR.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 3-5 years of related experience.
- Demonstrated strong background.
- Interpersonal skills are required.
- Problem-solving and conflict resolution skills
- Excellent written and verbal communication skills.
- The use of Microsoft Office Suite is essential (Word, Excel, Powerpoint and Publisher).
- Shelby Software user a plus.

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The mission of Benton United Methodist Church to make disciples of Jesus Christ by inviting in, growing up and sending out transformed persons in mission and ministry.

I understand that I must be able to perform all duties as assigned and that if I become unable to perform the essential functions of this job after employment, I must report such disability to appropriate officials. I understand that my ability to perform the essential functions of this job, with or without accommodations, cannot create a significant risk of harm to the health and safety of myself or others, nor impair the fundamental operations of my assignments.

Signature

Date

Please send cover letter and resume to:

Benton United Methodist Church
4615 Palmetto Road
Benton, Louisiana 71006
Email: millie.crites@bentonumc.org
Fax: 318-935-8516

Candidates are invited to visit the Benton United Methodist Church website at www.bentonumc.org.