

ADMINISTRATIVE ASSISTANT D-4

I Title: Administrative Assistant

II Responsible to:

The Administrative Assistant is responsible to the Pastor for day-to-day operations, and to the Administrative Team in general. The Administrative Team is responsible to conduct an evaluation no less than annually.

III Qualifications:

- A. Ability to work with computers and office equipment.
- B. Ability to work independently without the daily instruction of an on-site supervisor.
- C. Ability to work well within the committee structure of the church.
- D. Ability to work well with the members of the congregation.
- E. Member in good standing of an evangelical, Bible-believing church.

IV Specific responsibilities

A. Daily

- 1. Answer incoming phone calls
- 2. Handle e-mail
- 3. Open and distribute the church mail

B. Weekly

- 1. Handle correspondence for the Pastor
- 2. Collect friendship folders information, process data, and maintain folders.
- 3. Send a letter to all first-time visitors, with a personal note from the Pastor.
- 4. Maintain database to track attendance and monitor number of visitors.
- 5. Participate as requested in meetings of the church staff
- 6. Worship services preparation:
  - a. Prepare, type, proof, copy, fold, and collate the church bulletin.
  - b. Mail bulletins to shut-ins, special needs persons, guest minister.
  - c. E-mail inside page of bulletin to "Weekly Bulletin" group.
  - d. E-mail order of worship to "Order of Worship" group.
  - e. Fold bulletins for younger children.
  - f. Copy and fold bulletins for older children
  - g. Copy bulletin in large print.
  - h. Prepare audio and video tapes to record services.
  - i. Prepare greeter name tags.
- 7. Send reminder cards:
  - a. Leonard Terrace assignments
  - b. Sunday morning coffee server assignments
- 8. Member mailboxes:
  - a. Stuff as needed.
  - b. Maintain, add or delete names.
- 9. Oversee the bulletin boards at the message center; keep postings up-to-date.

C. Monthly

1. Type committee agendas as needed.
2. Type minutes of committee meetings as needed.
3. Make copies of minutes as needed. Punch copies and distribute.
4. Prepare packets for Council, Shepherding Elders, Service Deacons, Administrative Team meetings.
5. Type, copy, collate material for the *Beacon*.
6. Give custodian updated schedule of reservations for use of facilities.

D. Quarterly/As Needed:

1. Schedules:
  - a. Greeters: prepare, type, copy, put in mailboxes.
  - b. Nursery: type, copy, put in mailboxes (committee makes schedule)
  - c. Leonard Terrace: type, copy, put in mailboxes (committee makes schedule)
  - d. Volunteer Transportation: type, copy, put in mailboxes. (Deacon makes schedule).

E. Semi-annually

1. Spring congregational meeting: type and copy agenda, prepare ballots and materials as needed.
2. Fall congregational meeting: type and copy agenda, annual ministry report, prepare ballots and materials as needed.

F. Annually

1. Update, type, copy, and collate the Fellowship Directory.
2. Prepare, type, copy schedule for Elders: pre-service greeter, pre-service prayer, post-service Pastor and Elder greeter
3. Make separate copy of Pastor's post-service greeter schedule for Pastor.
4. Type and copy schedule for summer outdoor refreshments.
5. Prepare and copy Missions Emphasis Booklet; committee provides the material.
6. Deacon Christmas event for seniors: provide deacons with list of seniors; address and mail invitations to the Christmas event. Report acceptances to deacons.

G. On-going/as needed

1. Type, copy, and collate bulletins for special services.
2. Type and copy litanies for special events.
3. Handle correspondence for the church when requested.
4. Handle correspondence for the pulpit supply Elder when requested.
5. Maintain office files and records.
6. Handle paperwork for transfers of memberships both in and out, changes in directories, district change notice to Shepherding Elders and Service Deacons, changes in yearbook statistics, in church book of records, in computer database.
7. Calculate annual CRC Yearbook statistics in consultation with vice-president of Council.
8. Maintain annual cumulative list of membership changes, births, professions of faith, marriages and deaths.

9. Type various forms of correspondence, questionnaires, lists, and other items when requested by various committees.
10. Order supplies: bulletin, church letterhead and envelopes, office/office machine supplies, custodian supplies.
11. Buy various supplies with church credit card, keeping within the monthly allowance.
12. Coordinate maintenance calls for copy machines.
13. Be available for service calls when copy machine is down.
14. Coordinate requests for use of church facilities and equipment.
15. Coordinate with the church Accountant on management of such funds as may be collected from personal member use of the copy machines.
16. Give custodian monthly schedule of reservations for use of facilities.
17. Keep track of who holds keys to the church, master keys/exterior door keys.
18. For baptisms: order/buy a rose. Prepare certificate.
19. Professions of faith: prepare certificate.
20. Memorial Fund contributions:
  - a. Send receipt-thank you letter to donors.
  - b. Send names and addresses of donors to the bereaved family.
21. Notify Shepherding Elders and Service Deacons of special needs as directed by the Pastor, or in the Pastor's absence.
22. Notify custodian as soon as a funeral service is scheduled for the church.
23. Notify funeral hostessing committee if needed.
24. Pass on to the Service Deacons any changes in membership, deaths, new addresses.
25. Keep church inventory up-to-date; add new items to inventory for insurance purposes.
26. Maintain Beckwith Hills website.