

Administrative Personnel, Example 1

JOB TITLE: Secretary

STATUS: Full Time

IMMEDIATE SUPERVISOR: Pastor

SCOPE OF POSITION: Performs somewhat complex administrative support work that focuses on assisting the Pastor to stay apprised of need-to-know information, reaction to needed inputs, and prioritizing and completing office-related tasks that help to accomplish the mission and goals of the church.

PRIMARY RESPONSIBILITIES:

A. Administrative Support to Pastor

- Responsible for church calendar management and supports campus coordinator and committee chairs with event scheduling.
- Assists pastor by receiving telephone calls and taking messages.
- Assists pastor with visitors requesting assistance (financial, food, etc.).
- Develops Sunday bulletins for both services with inputs from the pastor, worship committee, and others associated with the worship service.
- Creates and outputs visitor letters (first-time visitors), other correspondence, general reports (attendance, financial, calendar, schedules, etc.)
- Other duties as assigned by the Senior Pastor.

B. Other Administrative Duties

- Supervises Custodian in performance of church maintenance duties.
- Maintains church filing system for official records and reports, historical records, and financial and administrative reports.
- Maintains Prayer Chain phone list .
- Assists Treasurer with reconciling church accounts payable.
- Maintains a directory of the membership of the church, mailing label database, and a list of non-members who attend the church. Creates name tags for new members. Maintains the attendance record for members on monthly basis.
- Collects and inputs information for the bi-monthly church newsletter (also prints/copies and prepares for bulk mailing).
- Provides the orderly management and operation of the church office, coordination of facility usage, and maintenance of office equipment and supplies. Maintain calendars (posted in narthex & office) of facility use.
- Facilitates the preparation and mailing of reminder cards and letters for church committees and council meetings. Binds Cross Training Booklets and prepares visitors doorknob packets. Create brochures to be included in doorknob packets. Maintains items needed to prepare door knob packets.
- Monthly management of the church's web-page by updating the news of the church.
- Creates announcements displayed on power point before and between services.
- Extras: research information for Trustees about copy machine, phone system, & wedding policies from other churches.
- Notary Public for church business and members.

QUALIFICATIONS:

*Should have experience in office practices and administrative procedures in the public or private sector. Experience in general office routines, equipment, facility utilization, and interface with office visitors and staff is a must.

*Good organizational and communication skills. Good people skills (ability to work with people and communicate warmth and availability).

*Graduation from a standard high school or equivalent. Advanced training or college work is preferred.

*Must have applications of DOS operating systems, Microsoft Works, Windows 95, Microsoft Word, Microsoft Excel, Publisher, Power Point or the equivalent and be willing to seek additional training for new applications and procedures which improve productivity and output.

*Must be able to provide word processing, proofreading and spelling skills to ensure letter perfect quality and output.

*Telephone answering skills must project the highest level of concern and professionalism.

Administrative Personnel-Example 2

Mission For The Position:

- To assist in the administration of the church's business as directed
- To produce financial, and membership records that enable the church's ministry

General Description Of The Position:

- A full time professional member of the Pastoral/Program/Administrative Staff.
- Employed and discharged by the Staff Parish Relations Committee after consultation with the Pastor/Chief of Staff, guided by the church's current Personnel Policy.
- Annual staff review is conducted the Staff Parish Relations Committee, or their designee.
- Directly responsible to the Church Business Administrator.
- Financial compensation is salaried and based on a typical workweek of 40 hours, which includes attendance at staff meeting.
- Vacation time is flexible and coordinated with the Church Business Administrator.

Basic Qualifications For Position:

- A personal maturity and Christian commitment to ministry that offers trustworthy, caring relationships, the sharing of one's God-given gifts, talents and abilities, and integrity of word and action.
- Leadership qualities in administration, including the ability to direct and work harmoniously and creatively with all levels of church staff and lay volunteers.
- Ability to learn our office procedures and equipment.

Responsibilities would include but not be limited to the following as we all nevertheless recognize that all staff are to be available to help where needed for the cause of Christ and the advancement of His Church. A servant attitude is part of all staff performance plans:

FINANCIAL:

ACCOUNTS PAYABLE

1. Process all accounts payable.
2. Enter and reconcile all church credit card receipts.

PAYROLL

3. Process payroll for all staff.
4. Post automatic payroll payments on bank website.
5. Check new employee paperwork, and send background checks to conference, New Employee forms to TEC.

CONTRIBUTIONS/OTHER RECEIPTS

6. Schedule volunteer money counters.
7. Count cash receipts, do pre-processing of checks, prepare bank deposits.
8. Post Check Express weekly entries, and other miscellaneous deposits (GG, etc.).
9. Process and post all automatic drafts, including credit card charges, payroll deductions, GG tuition, and EFT contribution transactions.
10. Copy Memorial checks for volunteers to process acknowledgements.

MISCELLANEOUS

11. Create and post General Ledger entries as needed.
12. Maintain vendor, GL, payroll, and contribution files.

MEMBERSHIP:

1. Primary responsibility for maintaining membership database, including
 - a. coding for small groups (adult study classes, Sunday School, committees, etc.).
 - b. changes of addresses, phones, emails.
 - c. changes in membership status, births, deaths, etc.
2. Run membership/attendance/etc. reports as needed.
3. Maintain control book of membership ins/outs and process transfers.
4. Do Monthly Pastor Report, Membership portions of Annual Report and Charge Conference Reports.
5. Pull data and print labels as requested.
6. Send church-wide emails, including weekly newsletter.
7. Enter attendance for worship and SS into Shelby, and produce various attendance reports.
8. Produce attendance rolls for Sunday School classes.
9. Gather / disseminate baptism information.
10. Produce letters for seasonal and other large-scale mailings.
11. Order and distribute SS curriculum for Pacesetters and Fellowship classes.
12. Order seasonal letterhead (Easter/Thanksgiving/Christmas).

OTHER:

1. Answer phones as needed