

Administrative Assistant/Secretary

*These are the employment expectations for the position of
Administrative Assistant/Secretary for West End United Methodist Church*

A. **General:** The Principal Function of the Administrative Assistant/Secretary is to perform duties for the Pastor. This position is part-time (no more than 20 hours per week Monday through Thursday or Monday through Friday) as approved by the Pastor. One week paid leave will be provided each year, non-accruable. The Administrative Assistant/Secretary shall work under the supervision and direction of the pastor. Any requests for clerical work for any sub-organization or individual of the church must be approved by the pastor in advance.

A. Skills and Requirements:

- a. Computer proficiency with Church Windows, Word, Excel, Power Point, etc.
- b. Operate office equipment effectively.
- c. Knowledgeable of the United Methodist Church structure and function
- d. Skillful in personal relations both on the telephone and in person.
- e. Able to organize and prioritize tasks.
- f. Effectively interact with others.
- g. Join the Conference professional organization for Administrative Assistant/Secretary (optional)
- h. Personal cell phone usage should not interfere with job responsibilities.
- i. Any derogatory comments on Social Media regarding your employer WEUMC is prohibited.
- j. Either party may terminate this agreement at any time without notice.

B. Regular Duties:

- a. Maintain all records as required by West End, including Weekly Reporting of church membership, attendance for worship, attendance for Sunday School, etc.
- b. Prepare/update all Charge Conference, District, and Conference reports as required by the Pastor.
- c. Maintain records of giving, attendance, and mission involvement online for Equipping Vital Congregation and for UMC Weekly Reports.
- d. Receive and distribute mail to the appropriate persons for action. (there are mail slots in hallway)
- e. Mail visitor letters using information on the attendance registration form and record info in the Visitor's Notebook.
- f. Mail bulletins and newsletters to Special Care Friends (shut-ins).
- g. Place and receive all telephone calls/emails necessary for the ongoing activities of the church including email reminders of meetings for Trustees and Church Council.
- h. Compile information and publish a weekly church bulletin to be printed, folded, and distributed.
Information should be in by Tuesday by noon, Bulletin and Announcements should be typed by Wednesday, Bulletin should be run off, folded and distributed by Thursday.
- i. Print and distribute newsletter (at least 10 months a year). Mail to Special Care Friends (e. above), place at least 12 copies in narthex, and leave copies to be placed in Visitor Packets.
- j. Maintain the church calendar and the altar flower calendar (altar flower calendar info is retrieved from so labeled calendar in narthex).
- k. Attend required meetings with the Pastor that are sponsored by the District.
- l. Prepare all mailings supporting Church programs with Pastor's approval.

- m. Keep up to date calendar of church activities.
- n. Maintain schedule of church facility usage.
- o. Turn on air conditioning/heat as needed for meetings.

C. Occasional Duties:

- a. Inventory and order office and church supplies (ex. Computer paper, toner, paper towels, toilet paper, etc).
- b. Principal operator of the office equipment. Other persons may use the equipment at the discretion of the Pastor and/or Trustee Chair.
- c. Screen requests for financial aid and assistance for the Pastor. Follow up with contacting utility company with pledged amount and church treasurer to mail check to appropriate company. Maintain records for assistance.