

**ASBURY UNITED METHODIST CHURCH**  
**Job Description for Administrative Assistant**

**ASBURY'S MISSION:**

The making of new disciples of Jesus Christ for the transformation of the world.

**ASBURY'S VISION:**

Asbury United Methodist Church will be a caring, loving, and supportive Community of Faith that will continually share the gospel of Jesus Christ by Loving God, Loving Others, and Serving the World.

We will Love God through worship and strive to connect people to God by bringing them to worship.

We will Love Others by learning and growing closer to God by connecting to small groups that share and learn together.

We will Serve the World by reaching out in hands-on ministries that make a difference in our communities and the world.

**GENERAL JOB DESCRIPTION**

The Administrative Assistant is responsible for the general administration of the church office and the support of the professional ministry staff. This position presumes competence in certain skills that will contribute to the orderly operation of the Church office. It is important for the person in this position to understand that, unlike some job situations in the secular world of employment, the Church as a voluntary organization may require occasional activities not particularly specified in this job description.

**JOB RELATIONSHIPS**

The Administrative Assistant shall:

1. Be supervised by the Lead Pastor.
2. Provide clerical support for the church staff.
3. Be accountable to the Pastor/Staff-Parish Relations Committee as outlined in the Book of Discipline.
4. Develop and maintain effective working relationships with the staff and congregation.
5. Work closely with the public as a representative of the church and its mission and vision by phone, electronically, and in person.

**JOB QUALIFICATIONS**

The Administrative Assistant shall:

1. Have a pleasant personality, be neat in appearance, and be able to work with all church members and church organizations.
2. Shall have the ability to pleasantly greet visitors to the church office on behalf of the church and pastor.
3. Be courteous and professional in the handling of telephone calls.
4. Possess the following general office skills: strong computer skills including Microsoft Word, Publisher and PowerPoint, internet-based social media and Google Docs. Knowledge in Media Shout or ProPresenter is helpful. Keyboarding with accuracy and reasonable speed, filing, record keeping, proofreading, and ability to operate office machinery.
5. Understand the structure and organization of the United Methodist Church.

6. Be supportive of the interests and activities of The United Methodist Church, The Book of Discipline, United Methodist Theology, and the decisions of the local church's Mission Vision Team.

## **JOB RESPONSIBILITIES**

The Administrative Assistant shall:

1. Be primarily responsible to, and supportive of, the appointed pastor and his/her professional ministry.
2. Provide clerical support for the pastor, church staff, committees, and church leadership.
3. Prepare the weekly church worship bulletin and the monthly newsletter and distribute the newsletter.
4. Coordinate the church calendar.
5. Order office supplies and maintain office equipment.
6. Maintain absolute confidentiality with respect to activities and responsibilities in the church office, counseling, sensitive issues, staff discussions, and personal concerns pertaining to church members
7. Develop and coordinate approved church-wide communication via mailings, email and regularly posted items on social media.
8. Maintain accurate up-to-date church key records.
9. Prepare or assist in the preparation of charge conference, year-end and other reports as requested.
10. Jointly with the Lead Pastor, develop yearly professional development and ministry goals and review them at least quarterly with the Lead Pastor.
11. Participate in periodic performance reviews.
12. Complete Safe Sanctuaries training and abide by the church's established security protocol.
13. Build a/v slides for worship and coordinate with a/v team.

## **JOB SCHEDULE AND COMPENSATION**

1. This position will require 20 hours per week as scheduled by the supervisor.
2. The Church Office shall be closed New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, and Christmas Day.
3. There shall be one week of paid vacation available during the first year of employment. Two weeks of paid vacation shall be available annually thereafter. All other absences must receive the prior approval of the supervisor.
4. The salary shall be recommended by the Pastor/Staff-Parish Relations Committee and approved by the Mission Vision Team.
5. The church shall pay Social Security and Medicare contributions, as well as Worker's Compensation Insurance premiums.

*No job description can be all inclusive. There is no doubt this job description will grow and expand with initiative, industry and creativity of the person in this position, and with the needs and demands of a growing church. Therefore, this job description is intended to be a "living" document that is always open to amendment, amplification and growth at any time.*

*Revised January 2019*