



## **Administrative Assistant**

### **South Blendon's Mission Statement**

Building Disciples, Growing in Faith, and Serving in Christ's Name

### **Position Summary and Vision:**

The Administrative Assistant contributes to a ministry environment where ...

- Ministry is well coordinated and done with excellence.
- Communications are engaging to their intended audience.
- People who interact with the Church are received with warmth and helpfulness.

### **General Responsibilities**

The administrative assistant supports the pastor(s), ministry staff, the consistory, ministry teams, and the leaders of various programs of South Blendon Reformed Church. The administrative assistant is responsible for maintaining the membership rolls of the church, coordinating the church calendar, facilitate church communications in a variety of ways to members and the community, performing various office related duties, and providing a welcome environment for those conducting church business during the week.

### **Specific Responsibilities**

#### A. General secretarial duties

The administrative assistant will be required to perform the following tasks and any other general tasks related to the position of administrative assisting. This description is not considered as an exhaustive list but rather to gives detailed guidelines as to the nature and scope of this position.

The administrative assistant will:

1. Answer incoming phone calls and update the automated attendant.
2. Maintain adequate inventories of all office supplies and order more when necessary.
3. Sort mail daily and distribute it to the appropriate individuals.
4. Keep the membership rolls up-to-date.
5. Print materials for church groups as requested.
6. Be responsible for updating the bulletin boards and the information on the Welcome Table.
7. Keep the office neat and orderly.
8. Keep the office equipment in good working order.

9. Maintain a comprehensive filing system of the various church related dealings.
10. Work with the paid staff, the church ministries, and church members to maintain the church calendar and coordinate the use of the church facilities.
11. Greet and help people as they come into the church office.
12. Be familiar with the office equipment to answer questions.
13. Be responsible for informing the church paymaster/bookkeeper when the supply of postage materials is low and when more postage materials are needed.

#### B. Pastor support duties

The Administrative Assistant will be expected to:

1. Produce and/or type correspondence as directed.
2. Give a list of first time visitors to the senior pastor and the visitor follow-up contact person.
3. Schedule appointments as requested.
4. Make phone calls as directed.
5. Make copies as directed.

#### C. Communications

The Administrative Assistant will:

1. Be expected to gather information and discern what is relevant to be put in the weekly program, social media, website, email, or regular mail.
2. Organize, edit, and produce a program for all worship services included special services.
3. Order program covers for regular and special services.
4. Send programs to people who request them such as servicemen, vacationers, etc.
5. Post events, sign ups, and ministry information on the SBRC's website and social media platforms.
6. Make good use of appealing graphics as appropriate for all communications, including flyers, posters, postcards, the program, the website, emails, letters and social media platforms.
7. Support ministries in their communications as needed. For example publishing serving schedules, sending reminders to volunteers, making copies, publishing announcements with the appropriate media.

#### D. Consistory related duties

The Administrative Assistant will:

1. Keep accurate records of church membership rolls.
2. Send out transfer of membership forms to the requesting church.
3. Make a member file when new families become members of South Blendon Reformed Church.
4. Type letters as requested by the consistory clerk or other members of the paid staff.
5. Print minutes and other business items for all ministry teams and the consistory.

6. Be expected to send pulpit supply information to guest ministers.
7. File the state corporations report annually.
8. Produce church surveys as requested such as the RCA yearly report.
9. Maintain the church management system by making sure the database is up to date with accurate information.
10. Keep records of visitors and provide a list for the elders, deacons, pastor(s), and follow-up volunteers when requested.
11. Order flowers as requested by consistory for events such as baptism, births, illness, death, etc.
12. Inform assigned pastoral care consistory elder of births, illness, deaths, etc.
13. Gather prayer line information and keep the prayer line updated.
14. Call in information to the prayer chain contact people and start the prayer chain going.
15. E-mail the prayer chain to those members of the congregation that request it.

#### E. Music related duties

The Administrative Assistant will:

1. Provide support to the Music and Worship Ministries as needed.
2. Keep accurate records of songs used for the CCLI license and then mail in the worksheet provided (periodically).

#### **Qualifications for this position:**

- A. Have a Commitment to a relationship with Jesus
- B. Be in agreement with furthering South Blendon's Mission, Vision, and Values.
- C. Have the ability to organize and manage the church office so that work is done efficiently and correctly.
- D. Be competent using the following computer and internet related tools such as, Word, Excel, Publisher (equivalent), Wordpress, Facebook, Instagram, and possibly Tik Tok, and Snapchat.
- E. Be able to learn online church management systems easily like Breeze.
- F. Be able to use appealing graphical designs to incorporate in church communications.
- G. Be able to handle people graciously as a representative of Jesus Christ and South Blendon Reformed Church.
- H. Be able to keep information completely confidential and to show discretion in conversations with others.
- I. Be able to handle the interruptions and pressures of an office environment.
- J. Present a professional appearance.

#### **Accountability**

The administrative assistant is accountable directly to the senior pastor and ultimately to the consistory.