

Gaddis Memorial United Methodist Church (GMUMC)  
Staff Job Description

Position: Administrative Assistant (AA):

Expectations:

Skill Set Requirements:

Microsoft Office, Adobe Photoshop or other photo editing program, administrative capabilities, able to work without direct supervision,

Supervision: The AA will be under the supervision of the Senior Pastor.

Responsibilities:

1. Perform office-related duties as may be deemed necessary to the operation of the Church as directed by the Senior Pastor or the SPRC Chairperson for 32 hours per week.
2. Type, print, and fold weekly worship bulletins and bulletins for special services.
3. Must be proficient in Microsoft Office 365, Adobe Photoshop, and Quick Books.
4. Type, add graphics, print, fold, sort and mail monthly Church newsletter.
5. Type letters, projects, reports, etc., as directed by the Senior Pastor.
6. Maintain Church membership records/database electronically and in the Church books as well as related correspondence.
7. Assist committee chairpersons with typing, copy work, mailings, etc., as time permits.
8. Serve as liaison with the Trustee Committee on repair needs for the Church buildings. Coordinate Church buildings being open for repair personal, Church staff and volunteers.
9. Serve as liaison with Bookkeeper, Finance Secretary, Finance Committee, Senior Pastor and congregation. Edit the bulletin, announcements, and newsletter to ensure consistent and accurate information.
10. Prepare bulletin for distribution by Thursday of each week. Prepare graphics for Sunday morning service/s. Prepare the newsletter for distribution before the end of the month.
11. Ascertain that all Church information is correct with no spelling errors, misspelled names, and words.
12. Attend all Church staff meetings.
13. Keep calendar of events for purposes of reserving Church buildings/offices for events/meetings.
14. Inventory and order office supplies and cleaning supplies.
15. Retrieve, open and distribute Church mail.
16. Maintain Church website with weekly and or monthly updates.
17. Write and send thank you notes and acknowledgements as directed by the Senior Pastor.

18. Maintain appropriate electronic communication
19. Shall meet with the SPRC, as requested, before and or during the employment by the Church.
20. May request a meeting with the SPRC, through the Senior Pastor or the Chairman of the committee, to discuss matters related to employment.
21. Perform other tasks as agreed upon with the Senior Pastor.
22. Be present for scheduled activities as directed by the Senior Pastor.

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Signature, Administrative Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Chairman, Staff Parrish Relations Committee

\_\_\_\_\_  
Date

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Signature, Senior Pastor

\_\_\_\_\_  
Date