

Aldersgate United Methodist Church

Job Description

Position Title: Receptionist/Administrative Assistant

Reports to: Church Administrator

FSLA Status: Hourly, Non-Exempt

Effective: 11/2024

Job Summary

The Receptionist/Administrative Assistant is responsible for efficient operations of the front office and working with committees and all staff members in the aspects of administration, communication, and worship. This is an hourly part-time position (28 hours/week). The ideal candidate will possess strong communication skills, a professional demeanor, and the ability to manage multiple tasks efficiently.

Primary Responsibilities

- Greet visitors and direct to appropriate person or area and provide information as needed and assist with requests.
- Answer and manage phone calls: forward calls to appropriate staff member or take message or transfer to voice mail; provide information when appropriate.
- Maintain church database (Church360 Members), including but not limited to: deaths, births, transfers, new members, baptisms, marital status, visitors, membership records, family interests and information, etc.
- Record weekly attendance data in Church360.
- Track weekly attendance and group activity and record on VitalSigns and other relevant platforms.
- Assist Clergy as requested, duties to include but not limited to:
 - Coordinate new membership (invitations, follow-up, reminders, gathering member information and developing new member packets and certificates.)
 - Coordinate baptisms with family and clergy and prepare certificates, information, and packets.
 - Recording pastoral visits and notes in Church360.
- Assist Administrator as requested.
- Assist the Library team as requested.
- Work with the Caregiver ministry, including but not limited to:
 - Create and distribute monthly homebound letters.
 - Maintain spreadsheets of members.
 - Create invitations.
- Work with the Membership Team, including but not limited to:
 - Manage and maintain “white boards” by keeping information current on hospitalizations, illnesses, deaths, births, new members, transfers and withdrawals, etc.
- Work with Memorial Committee communicating deaths and family information.
- Work with the Communications and Marketing Coordinator in keeping brochures accurate and stocked.
- Prepare for Sunday worship, including but not limited to:
 - Schedule and organize communion servers.
 - Collation of bulletins in collaboration of the Communications Coordinator.
 - Disburse information needed to appropriate worship assistants.

- Sanctuary and Narthex preparation.
- Attend staff meetings/planning sessions and take and prepare minutes.
- Prepare and coordinate incoming and outgoing physical mail.
- Monitor committee mailboxes in front office area.
- Coordinate and train volunteers for special projects and office help.
- E-mail, text, or mail notifications, including but not limited to:
 - Committee meetings
 - Communion Stewards & Servers
 - Ushers prior to Communion
 - Members signed up to provide flowers for Sunday services
- Perform typing, copying, folding or other tasks as requested by clergy, staff, or committees.
- Monitor office supply usage and notify Church Administrator of supply or maintenance needs.

The listed duties above are not all-inclusive, but serve as a minimal guideline, which could lead to greater activities and responsibilities for the Secretary.

Qualifications, Skills, and Abilities

- A professed faith in Jesus Christ as Lord and Savior and a heart to follow Christ and love people.
- Friendly, welcoming presence and communication face-to-face, on the phone and in written communication.
- Working knowledge of multi-line phone systems.
- Familiarity with basic office equipment such as computers and copiers.
- Proficiency with Windows and Microsoft Office (Outlook, Word, Excel, Publisher) as well as Google Drive.
- Well-organized, superior communications skills, great attention to detail.
- Able to organize volunteer teams.
- Accurate communication and confidentiality in all issues including minister counseling, etc.

Education and Experience Requirements

- High-School diploma is preferred.
- Ability to successfully complete a background check and Safe Gatherings certification.

Employee Code

Employees are expected to work together in a spirit of positive cooperation with the staff and an active concern for the life and mission of the church. They are expected to conduct themselves in a professional manner. Any employee who finds he/she cannot work in harmony with other staff members should pursue the appropriate channels to correct this grievance. He/she may contact the chairperson of the Staff-Parish Relations Committee for an appointment to discuss the grievance.

Evaluation

An annual performance review will be conducted in accordance with the Personnel Policy of Aldersgate United Methodist Church. Evaluation will be conducted by the Church Administrator and placed in employee's file.