

**RIDGE UNITED METHODIST CHURCH**  
**POSITION DESCRIPTION**  
January 2010 DRAFT

POSITION TITLE: ADMINISTRATIVE ASSISTANT

REPORTS TO: Senior Pastor      SALARIED: X      HOURLY:

**POSITION PURPOSE AND SUMMARY**

The purpose of this position is to help communicate the Word of God through the weekly bulletins, newsletter and other correspondence. To be an "assistant" to the pastor(s) and a hostess of the church.

Shall serve as a staff member of Ridge United Methodist Church and shall be directly responsible to the Senior Pastor. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

Shall work closely with the Senior Pastor to ensure the proper coordination and facilitation of the total church program. The Administrative Assistant is a 40 hour per week position, and shall attend staff meetings, and Administrative Council.

Supervision will be provided by Senior Pastor and Staff Parish Committee.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Maintain Church Database
  - a. Membership  
Produce membership directory on yearly basis
  - b. Attendance
  - c. Finance (Income)
    1. Record weekly contributions.
    2. Send giving statements to contributors.
    3. Order, assign offering envelopes.
    4. Assist with annual finance campaign.
2. Manage Church Facility
  - a. Church Calendar - Maintain an up-to-date schedule of meetings, programs and activities. Assign appropriate rooms for meetings.
  - b. Outside Use of Building - Schedule groups that wish to use Ridge Church facilities and coordinate usage with the Facilities Manager.
3. Work with staff in producing weekly bulletins, and other worship bulletins as needed.
4. Work with staff in producing a monthly newsletter.
5. Maintain church website
6. Produce pre-school publications as needed
7. Assist Pastors, Program Staff and ministries of the church
  - a. Produce posters, flyers, etc
  - b. Send out committee notices
  - c. Prepare certificates for baptism, confirmation, marriage, new members and record information. Send letters of transfer when requested.
8. Office Supplies - Order and keep supplies in stock as needed for office and staff. Work with Trustees to upgrade equipment as needed.
9. Maintain shut-in & hospital list
10. Receptionist - Answer telephone, greet people coming into church building in a pleasant manner, assist them as needed.

11. Volunteers - Assign, instruct, oversee and work with members who volunteer to assist in carrying through above tasks.
12. Budget - Assist with developing the yearly office budget
13. Maintain required records
14. Support the Mission and Values of Ridge United Methodist Church through communication, performance, and by self-example to the congregation and the community.
15. Other duties as may be assigned from time to time by the Senior Pastor.

"The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an all inclusive list of responsibilities, duties, and skills required of personnel so classified."

**JOB PERFORMANCE CRITERIA**

- A. EDUCATION/EXPERIENCE:
  1. Strong computer skills
  2. Proficient in Microsoft applications
  3. Ability to maintain website
  4. Ability to learn church database platform
- B. MENTAL AND PHYSICAL DEMANDS/WORKING CONDITIONS: Must have strong multitasking and organization skills. Must be able to work with multiple interruptions. Must be able to meet established deadlines. Strong communication skills.
- C. SERVICE RELATIONSHIPS:
  1. Have the ability to work with people of all ages.
  2. Ability to work in a team oriented staff environment.
  3. Have strong nurturing skills.
  4. Ability to organize projects and delegate responsibility.
- D. ACCOUNTABILITY:
  1. Be a responsible person.
  2. Be a self starter - a motivated person.
- E. STAFF RESOURCE PERSON: Shall serve as the Staff Resource person to:
  1. Staff and church members.
- F. SUPERVISORY RESPONSIBILITY:
  1. Facilities Manager

**OFFICE HOURS**

M-F 8:00 – 4:00 p.m.

**APPROVALS:**

\_\_\_\_\_  
Senior Pastor

\_\_\_\_\_ Date

**YEARLY REVIEW**

**DATE AND INITIALS:**

Date	Initials
_____	_____
_____	_____
_____	_____
_____	_____