**CHURCH OF THE SAVIOUR UNITED METHODIST**

**Job Description**

**Position: Administrative Assistant**

**Part-time hourly position (15 hours)**

**Accountable to: Executive Director**

**Job Summary:** This position is responsible for providing administrative and organizational support to the church staff and pastors.

**Spiritual Requirements:**

* Be a committed follower and believer of Jesus Christ, seeking to love, grow, and serve God.
* Understand and be able to champion and uphold the mission and values of Church of the Saviour United Methodist.
* Commitment to personal spiritual growth and healthy lifestyle.
* Considers this position a ministry, not a job.
* Practices healthy relational boundaries and fiscal integrity.

**Job Responsibilities:**

**Office**

* Serve as receptionist one day/week and fill-in as needed.
* Gather and sort mail.
* Support UWF and other volunteer groups with printing needs.

**Worship**

* Prepare, edit, finalize, and print all weekly worship bulletins.
* Serve as liaison to the worship proofreading team.
* Enter flower dedication into weekly bulletins.
* Maintain accurate worship attendance records from communication sheets and other verifiable sources.
* Maintain and update the list of lay readers to worship matrix.
* Send scripture reminders to lay readers for Sunday worship.
* Support the execution of special events, retreats, etc. to meet the needs of church.
* Add services, bulletins and announcements to website.

**Pastoral Support**

* Attend staff meetings and necessary planning meetings.
* Perform other duties as assigned by the Senior Pastor and Executive Director.

**Membership**

* Review weekly communication sheets for contact information changes, prayer requests, comments, ministry interests, other requests and first-time visitors or visitors providing name and/or contact information. Make appropriate referrals.
* Work collaboratively with church staff, ministries of the church and congregants to update personal contact information and update database.
* Regularly update membership files with information regarding births, baptisms, and deaths.
* Maintain and record medical and volunteer forms.
* Process membership transfers to and from the church.
* Create monthly birthday list for card ministry.
* Email hospitality volunteers weekly to set up Sunday hospitality
* Create weekly prayer list.
* Update Newsflash email list every quarter and as needed.
* Update committee directory – annually.
* Print and mail staff gift letter – annually in December.
* Provide administrative support to Executive Director for the new member classes.

**Job Qualifications and Experience**

* High school diploma required; bachelor’s degree is preferred.
* Possess strong organizational and team building skills.
* Team oriented with excellent relational skills.
* Must be proficient with basic computer skills and have the ability to learn and utilize church database.
* Must be able to collaborate effectively with church staff and the church community.

**Job Responsibilities Moved to Volunteer**

* Monitor lost and found and identify ways to promote retrieval of lost items.
* Monitor the collection center bins.
* Stock supply caddies
* Add attendance from Sunday in Realm
* Create and print church membership certificates (confirmands) and baptism certificates as needed.
* Update Safe Sanctuary trainings in database.