

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

A part-time position
Cape Fear Presbyterian Church
Wilmington, NC

PERSON DESCRIPTION

The qualified person for this position will:

- be pleasant and courteous, providing a warm welcome on behalf of the congregation
- be familiar with computers/network copiers and associated software (Word, Publisher, etc.)
- be able to get along with a variety of different persons and personalities, and maintain a pleasant, friendly atmosphere in the church office
- be able to keep confidences
- be willing and able to take ownership and initiative

WORKING RELATIONSHIPS

The part-time Admin. Assistant will be interviewed by members of the Personnel Team of Session, which will review his/her work at least annually. He/she is responsible to the Pastor as Head of Staff (or Personnel Team in the absence of an installed Pastor).

Work Schedule:

Tuesday – Friday: 9:00AM- 12:00PM (12 hrs./week).

Primary Tasks:

Daily: Check voicemail, e-mail, answer phones, convey messages.
Assist walk-ins appropriately, and address needs as necessary.
Maintain calendar of building use and church activities.
Collect and distribute mail.
Provide administrative support to Pastor as requested.
Ensure all financial correspondence is given to finance team
Inform Pastor of important matters that come to your attention.

Weekly: Prepare worship bulletin

- Type, format, copy, collate and fold for Sunday Worship (Microsoft Publisher)
- Prepare announcement sheets and other inserts
- Have bulletin approved by Pastor/Worship leader
- Mail copy of bulletin to homebound members.

Review "Fellowship Pads"; Log worship attendance; share visitor info w/pastor
Create/send Weekly Email (using Mailchimp)
Post to Facebook as requested

Secondary Tasks

Daily: Monitor office supplies and order as necessary (FSI Office)
Order worship supplies when requested
Order special papers and bulletin covers
Maintain member database (Breeze)
Inform custodian of special events/requests
Order supplies for church groups and staff, as requested.
Notify Property Team leader about property concerns brought to your attention.

Weekly: Maintain file of worship service bulletins.
Update Website as necessary (Wix)

Occasional Tasks:

Mail packages at Post Office and UPS as needed.
Ensure all memorial gifts are acknowledged to the donor and to the family
Prepare bulletins for special services as requested (Memorial/Wedding)
Maintain Session Manual and revisions as requested by Pastor or Clerk of Session
Prepare mass mailings (yearly commitment cards, special events, etc.)
Create special forms/brochures as necessary
Support Ministry teams/Team leaders
Keep a count of special occasion flowers – lilies, poinsettias – for Ministry team to order,
Prepare forms, type list of donations for bulletin
Order church school materials as requested
Print/distribute Church Directory (at least annually)

Other:

• **COMPENSATION = \$15.00/hr (12 hrs./week)**

This position includes no paid vacation, and all requests for time-off must be approved in advance (within reason) by the Pastor and/or the Personnel Committee.

The Admin. Asst. receives reimbursement for job-related expenses, including travel at the approved IRS rate for mileage (NOTE: "Travel" is defined in this instance as errands needed in the course of work. Mileage to and from work will not be reimbursed).

• Employees will submit to a **Criminal Background Check** and undergo online **Child Safety Training** in order to comply with our Child Protection Policy (a copy of which can be found on our website: www.capefearpres.org) Though this position does not include regular interaction with children, there are occasions when children may be present (i.e. Vacation Bible School).

I have read and understand the Job Description for Administrative Assistant at Cape Fear Presbyterian Church:

Employee

Date

Pastor/Head of Staff

Date

Elder for Personnel

Date