

BALDWIN COMMUNITY UNITED METHODIST CHURCH

MINISTRY DESCRIPTION

TITLE: Office Administrator and Assistant to the Pastors

QUALIFICATIONS:

1. Demonstrate strength and maturity in his/her Christian faith and be willing and able to lead an exemplary Christian life
2. Share and support the Christian vision, mission and values of BCUMC
3. Possess a high school diploma
4. Possess a degree and/or experience in secretarial services
5. Possess demonstrated computer skills using various software (including Microsoft Word, Excel, Outlook, Publisher)
6. Obtain and submit clearances as may be required
7. Ability to follow oral and written instructions
8. Ability to work and communicate with other employees and individuals
9. Ability to work effectively and efficiently without close supervision
10. Have demonstrated aptitude for skillful and successful completion of the assigned performance responsibilities
11. The employer may determine such alternatives to the above qualifications as may be required for the specific job vacancy
12. Obtain and submit a physical examination as may be required
13. Attend staff meeting as agreed upon by Senior Pastor

REPORTS TO: Senior Pastor through the Pastor of Administration

PERFORMANCE RESPONSIBILITIES:

WORSHIP

- Prepare, print, and distribute the weekly bulletins, announcements, and inserts
- Coordinate altar flowers and sponsors, and bill for said duties

COMMUNICATION

- Coordinate communication and publicity for congregation and community
- Prepare, print, and mail church newsletter
- Coordinate with Tech and Media Coordinator what to post on church website
- Send weekly email to congregation to communicate upcoming events and activities
- Post facebook updates to publicize ministries and activities

ADMINISTRATIVE SUPPORT

- Perform secretarial functions for Pastors

- Perform administrative, clerical, and support services for church staff
- Coordinate administrative services, including but not limited to mailings, committee requests, mail distribution, copying requests, etc.
- Prepare and distribute agenda for weekly staff meetings
- Prepare and distribute committee meeting announcements as directed
- Prepare and mail all correspondence as directed, including labels for newsletters
- Prepare and assemble all documents for Annual Charge Conference

MINISTRY CALENDAR AND FACILITY USE

- Coordinate and maintain the schedule for all building activities; review and approve requests for building use and issue permits for the same
- Coordinate building schedule with Facility Manager to ensure appropriate lock-up and custodial coverage is provided for permit organizations
- Secure paperwork, payment, schedule, and room setup needs from permit organizations
- Serve as a liaison for all non-church related organizations that utilize the church facilities

OTHER RESPONSIBILITIES

- Schedule weddings and rehearsals with pastors; prepare all forms as necessary and notify all appropriate staff to assure coordination; prepare notifications for bulletin and church newsletter
- Order office and worship supplies
- Perform all other duties and assignments applicable to the position as may be directed by Senior Pastor

TERMS OF EMPLOYMENT:

This is a part-time (34 hours/week) and exempt position. Work year, workdays, salary and benefits are established in accordance with the provisions of the current BCUMC Lay Personnel Policy Manual as approved by the Staff-Parish Relations Committee.

TO APPLY:

Email resume and cover letter to:

Hiring-OfficeAdministrator@baldwincommunityumc.com