

FIRST CONGREGATIONAL CHURCH OF SHREWSBURY, UCC

Job Description

Title: Administrative Assistant

Reports to: Senior Pastor

Work schedule: Monday through Friday, 9AM to 1 PM, working up to 25 hours on average, non-exempt.

General Responsibilities: The Administrative Assistant provides general administrative and clerical support to the ministers and church staff. They oversee the general operation of the church office, insuring that it runs smoothly and efficiently in support of the programs of the church. Coordinates the building calendar to ensure that ministries and tenants are accommodated.

Specific responsibilities of the Office Administrator are as follows:

1. **HOSPITALITY** Greet and assist visitors in a welcoming and efficient manner; take complete and accurate messages as needed. Answer incoming telephone calls and emails in a friendly and efficient manner; take complete and accurate messages. Communicate messages promptly to ministers and other staff.
2. **TRIAGE** Alert clergy or other appropriate staff to pastoral or other high priority concerns that surface. Maintain confidentiality.
3. **TECHNOLOGY** Assist the church in the development and use of effective technology including online forms, digital sign ups, virtual meetings, calendar inquires, etc.
4. **RECORD KEEPING** Maintain church databases including complete and current member information, committee member rosters, records of baptisms and weddings, etc. Generate mailing labels and reports from the database as needed. Maintain church files including paper copies and/or electronic files. Ensure that key documents of congregational life are preserved and accessible including operation manuals.
5. **CHURCH CALENDAR** Assemble, monitor and coordinate the church calendar including recurring and one-time bookings, church functions and events sponsored by outside groups. Refer requests for building use to the appropriate persons. Process forms and check pastoral availability related to weddings, funerals, baptisms etc.
6. **NEWSLETTERS** Collect, assemble and distribute materials for the weekly *Looking Ahead* email update and the monthly *Church on the Green* newsletter. Provide reminders to contributors when needed. Flag items for pastors to review. Edit and desktop publish the newsletter, proofing the resulting document to insure completeness and accuracy. Check accuracy with appropriate staff or committees. Coordinate the mailing of the COG newsletter to members who request physical copies.
7. **WORSHIP BULLETINS** Collect, assemble and type material for weekly worship bulletins as well as bulletins for funerals, weddings, and special services (Blue Christmas, Christmas Eve, Ash Wednesday, etc.). After preliminary proofing provide copies for review by staff; make changes and corrections as directed. Ensure the printing, folding and collating of worship bulletins.
8. **MAIL** Open and distribute incoming mail; process outgoing mail. Give bills to Financial Administrator. Know procedures and rules for bulk mailings; complete paperwork and take mailings to post office as needed. Coordinate volunteers as needed for special projects and mailings.

9. **ANNUAL REPORT** Prepare the annual report. Assemble reports from committees and boards for the annual meeting the end of January. Print reports and addendum and place in Gifford Hall for membership information.
10. **EMAIL COMMUNICATIONS** Compose email alerts as necessary. Maintain mailing lists.
11. **WEBSITE** Update church website weekly.
12. **STAFF TEAM** Functions as part of an over-all staff team. Attend staff meetings and update bulletin and planning calendar weekly.
13. **FLOWERS** Coordinate with the Deacons in maintaining the flower calendar for worship services. Order flowers and acknowledge donors in bulletin.
14. **OFFICE EQUIPMENT** Be familiar with and monitor the basic operation of all office equipment including copiers, printers, telephones, voice mail, etc. Call for service and supplies as needed. Purchase office equipment and oversee ordering of office supplies.
15. **SECURITY** Utilize security systems for the church building, reporting any deficiencies the Building Superintendent. Set security system for access by church members and outside groups as scheduled. Make access cards as appropriate.
16. **SUPPLIES** Assist by ordering supplies as needed.
17. **OTHER** Is aware of and fulfills responsibilities under the church's Personnel and Safe Church policies. Undertake other duties that are in keeping with above stated general responsibilities as assigned by Senior Pastor.

Updated: February 28, 2024

Experience

- Minimum five years working in an administrative capacity, preference for church or non-profit experience.

Requirements

- Driver's license and means of transportation
- All FCC Staff members are CORI checked

Working Conditions:

- Sits, stands, bends, reaches and moves intermittently during work
- Is subject to frequent interruptions
- Hours are generally 9am-1pm weekdays

Specific Skills:

- Possesses the ability to make independent decisions and act on them, when circumstances warrant
- Works tactfully and cooperatively with staff, volunteers, members, guests, building users, vendors, contractors, service providers and relevant government authorities.
- Acts with integrity and respect, be sympathetic to this church's values
- Must be able to multi-task in a high volume environment
- Excellent written and oral communication skills, timely and effective email communications
- Attention to detail and ability to document projects and respond to deadlines
- Familiarity with church software systems including: database management software, website management, word processing programs, and graphic layouts

