

**North Kingstown United Methodist Church**  
**Job Description: Administrative Assistant**

***Daily***

1. Maintain the office in an open, friendly, and professional manner, keeping open lines of communications with the Pastor and leaders of the Church, regarding any and all business of the Church, maintaining confidentiality in all matters.
2. Check building upon arrival for locked doors, etc. and general condition. Report any needs to Trustees.
3. Retrieve and open mail. Distribute appropriately.
4. Maintain a calendar of all church meetings and events. Coordinate and keep calendar current and available to the Pastor and all Church groups. Schedule all meetings and assign room usage to all groups (Church and community) using the Church facilities.
5. Answer the Church telephone and review answering machine messages. Take messages and return calls as necessary. Check the Church e-mail and respond to messages as required.
6. Respond to calls coming into the office for assistance and perform initial screening, checking to be sure that the individual has already contacted other appropriate first-responding agencies.
7. Inform Pastor regarding shut-ins, hospitalizations and other requests for visitation or prayer.
8. Maintain service on copy machine and other office equipment on behalf of the Trustees.

***Weekly***

9. Gather information (liturgist, greeter, usher, acolyte, flowers, weekly Church calendar, etc.) for weekly and special bulletins. Include appropriate announcements and information to be presented to the congregation. Prepare and print the bulletins; distribute to weekly liturgist.
10. Maintain a current record of all community groups that use the Church facilities, including the name of the group, name of contact, address, phone number and any other pertinent information. Annually contact all groups to coordinate scheduling of meetings for the coming year, update contact person, and request an insurance waiver. Provide groups with current child protection (Safe Sanctuaries) and sexual/gender harassment policies and procedures and request copies of theirs, if such exist.
11. Maintain personal and family information in database. Work with Pastor in coordinating and updating of annual utility programs, updates, attendance, Sunday School, membership and other required information.

***Monthly***

12. Gather information for monthly newsletter. Coordinate with Pastor and committees for information to be included. Arrange articles in newsletter in a professional manner and edit material as necessary for fit, clarity, and appropriateness of content. (Consult with the Pastor where applicable.) Coordinate with volunteers for folding, etc. for timely mailing of newsletter.
13. Coordinate receipt of annual reports and prepare Charge Conference Booklet.
14. Order basic supplies for church building as listed by Trustees.

**Yearly**

- 15. Assist Pastor with any information required from database and calendar for annual statistical reports, working in conjunction with Finance Committee and the Treasurer.

**As Needed**

- 16. Order, purchase and maintain all office supplies, including marriage, baptism, confirmation, membership certificates and bulletins for special services (in consultation with the Pastor). When requested, place orders for curriculum, study guides and other items.
- 17. Work with membership secretary to keep information accurate.
- 18. Prepare necessary correspondence and other mailings under the Pastor's direction. (Committees may handle their own correspondence.)
- 19. Maintain files and monitor annual licenses and permits. (Corporation, software, health department, victualing, etc.) on behalf of the Trustees.
- 20. Monitor annual and periodic inspections (fire alarm and extinguishers, boiler, organ, pest control) on behalf of the Trustees.
- 21. Provide support for committees to enable individuals to carry out their ministries.
- 23. Meet with Church staff and SPRC liaison regularly. Schedule to be determined by SPRC and/or the Pastor and subject to change as deemed necessary.
- 24. With the Systems Administrator, Pastor, and Trustees, coordinate all technology system upgrades, password changes and maintenance.
- 25. Develop and maintain a broader public relations contact list for the purpose of announcing services and special events sponsored by the Church. Media would include: newspapers, radio, television, internet, and Facebook.

This job description does not exclude any other tasks that may be appropriate to the administrative support of the church as directed by the Pastor.

Work schedule: Seeking the right balance of office hours to meet the church's needs, we currently plan for 12 hours a week, scheduled over three days per agreement between the Pastor, SPRC and the Administrative Assistant. These hours will be in the church to maintain a presence for visitors. The work week may be increased to accommodate workload and service to the congregation, but not without SPRC approval

The date of hire is \_\_\_\_\_

Three month review will be held \_\_\_\_\_

Representative of SPRC \_\_\_\_\_

Date \_\_\_\_\_

Administrative Assistant \_\_\_\_\_

Date \_\_\_\_\_

Pastor \_\_\_\_\_

Date \_\_\_\_\_