

UNITED EVANGELICAL, UNITED CHURCH OF CHRIST
3200 Dillon St., Baltimore, Maryland

Job Description for Administrative Assistant

GENERAL DESCRIPTION:

- The Administrative Assistant contributes to the total life of the church by administrating the systems, procedures, and daily functions of United Evangelical Church. See below the varied descriptions of the daily, weekly, monthly, quarterly, yearly, and other responsibilities identified, which are performed by the Administrative Assistant.
- The Administrative Assistant will be expected to relate in a positive and cooperative way with all members of the church. Moreover, in many circumstances this position will be the first person with which others have contact with United Evangelical Church. And so it is essential that the Administrative Assistant demonstrate a positive, cordial, and inviting style and professional manner.
- In obvious and subtle ways the Administrative Assistant helps to set, reflect, and interpret the atmosphere for the entire life of the faith community.
- The Administrative Assistant is expected to maintain strict confidentiality with respect to all matters, and is expected to maintain loyalty to the pastor and church leadership.
- The Administrative Assistant is supervised by the pastor and is expected to work collegially with all other staff persons.

SKILLS AND QUALIFICATIONS:

- A proficiency with computer skills and software applications which include: word processing, desktop publishing, database administration, and Internet. A willingness to learn new systems and programs if and when the need is identified.
- Ability to maintain a web site/home page for United Evangelical Church, which will involve creative and developmental opportunities.
- A working knowledge and sensibility with church life.
- Communication skills.
- Detail oriented.
- The ability to be a self-starter and initiate solutions.
- The ability to prioritize well.
- Book keeping skills with respect to financial systems as they apply to United Evangelical Church.
- Working knowledge of all office equipment.
- A willingness to be flexible and to learn and grow with United Evangelical Church and its uniqueness.
- A willingness to grow in one's own spiritual and professional gifts and skills.
- Because there is an unknown amount of other tasks and responsibilities, this position demands a person who can administer a multiplicity of tasks.

DAILY DUTIES AND RESPONSIBILITIES:

1. Answer phones and facilitate messages and requests as appropriate.
2. Attend to the church's mail.
3. Maintain a master calendar for all matters and events related to the church.
4. Maintain an up-to-date filing system.
5. Attend to correspondence and requests as required to meet the varied and changing needs of church life, in cooperation with the pastor.

WEEKLY DUTIES AND RESPONSIBILITIES:

1. Prepare and assemble a weekly bulletin involving worship and announcement components as developed in cooperation with the pastor, music personnel, and other worship leaders. This task also involves children's bulletins and large print bulletins. Similar needs are required for special and other non-Sunday services and events.
2. Distribute weekly bulletins to shut-ins/home-bound members.
3. Backup computer files in accordance with our backup systems.
4. Record financial contributions and receipts from Sunday morning offerings and other offerings as contributed.
5. Maintain on a current basis and complete information with respect to membership, births, baptism, transfers, deaths, marriages, attendance, and names/addresses/e-mails.
6. Assist committee life and church leadership requests as appropriate.
7. Facilitate bulk rate mailings and other church mailings as needed.
8. Keep an inventory and order church supplies as needed and when directed.
9. Maintain office equipment, call for repairs, and recommend replacement of office equipment when needed.
10. Maintain up-to-date bulletin board information throughout church.

MONTHLY DUTIES AND RESPONSIBILITIES:

1. Publish and distribute a monthly newsletter for the membership and other identified persons.
2. Prepare and distribute monthly reports of church leadership activity as is necessary.
3. Reconcile accounting for office petty cash.
4. Prepare monthly contributions log report.
5. Maintain supply of forms needed for church use.

YEARLY DUTIES AND RESPONSIBILITIES:

1. Facilitate, publish, and distribute in cooperation with the pastor and church leaders an Annual Report to the congregation.
2. Order, prepare, and distribute annual offering envelopes.
3. Provide the Central Atlantic Conference with information needed for UCC Yearbook in cooperation with pastor, financial secretary, and Sunday school.
4. Prepare and distribute individual financial statements.
5. Coordinate church's Heat Fund Raffle to include: maintaining church's raffle permit, producing and distributing raffle booklets, accurate accounting of all funds and participants.

6. Maintain all standing orders of the church. To include, but not limited to: bulletins, offering envelopes, children's bulletins, and Upper Room.
7. Develop and publish Memorial Booklets for Mother's Day, Father's Day, Totenfest, Christmas, and Easter.
8. Coordinate special mailings of the church for Totenfest, Christmas, Easter, and Confirmation Sunday.
9. Participate in the Sour Beef Dinner by:
 - Developing and publishing Advertising Booklet
 - Publicizing Dinner through local media
 - Produce tickets
 - Schedule dumpster through Baltimore City
 - Coordinate phone orders and distribution of dinner tickets to community

ACCOUNTABILITY:

- The Administrative Assistant will oversee the management of the office at United Evangelical Church and will work in close partnership with the pastor.
- The Administrative Assistant is immediately accountable to the pastor. Communication and cooperation are crucial. It is the hope that the pastor and all church staff will look for ways to develop working relationships that foster collaborative and creative solutions to the administrative systems and needs of United Church's life of ministry and mission. Contractual matters, job description updates, recommendations, and working relationships will be reviewed on an annual basis and can be discussed as they come to light.
- Personnel conflicts and grievances should be brought forth and honestly discussed so that the parties involved can attempt to reconcile matters in dispute. If the grievance goes unresolved, the matters in question should be brought before the church council.

Administrative Assistant

Date

Pastor

Date

President of Consistory

Date

Approved by Consistory: June 14, 2001

Conditions of Employment

Current

Hours – 2 part time hourly positions, 3 days a week (19.5hrs)

- Mon-Sat 9-3:30

Paid Vacation – to be used within calendar year

- 3 days after 1 year
- 6 days after 2 years

Paid Holidays

New Years Day
Easter Monday
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas

Paid Sick Leave – may not accumulate

- 5 days per year

Paid Funeral Leave – immediate family

- up to 5 days

Extended Leave – no provisions

Probationary Period – 6 months;
church council reviews at end of period

Proposed Changes

Hours – full time salaried position, 5 days a week (35-40 hrs)

Paid Vacation – to be used within calendar year

- 2 weeks after 1 year
- 3 weeks after 5 years
- 4 weeks after 7 years

Paid Holidays

New Years Day
Martin Luther King, Jr. Day
Good Friday – ½ day off
Memorial Day
4th of July
Labor Day
Thanksgiving
Christmas Eve – ½ day off
Christmas

Paid Sick Leave – may accumulate up to 3 weeks

- 1 week per year

Paid Funeral Leave – immediate family and immediate family of spouse

- up to 1 week

Extended Leave – up to 6 months; unpaid; request in writing 6 months in advance; after 30 days employee responsible for payment of benefits; child rearing leave may apply vacation and sick leave time.

Probationary Period – 6 months; review at end of 3 months by pastor and representative of council; final review determination presented by council