

## Hubbard United Methodist Church

### Job Description: Administrative Assistant (1/2021)

Position: Administrative Assistant to Pastor and Congregation

Hours: FT 30 to 40 hours weekly/ PT 10-20 hours weekly (Job Share)

Reports to: Pastor

**MISSION:** The Administrative Assistant provides direct and indirect care for the Pastor and the members of the Hubbard United Methodist Church. It is a ministry. The very nature of the church is to be a healing community, recognizing that health encompasses mind, body, and spirit. This is enhanced by the professional presentation of care that is demonstrated to others by the AA in the HUMC office and within the community.

**Job Summary:** The HUMC Administrative Assistant manages the office and handles duties as directed by the pastor. This position also maintains the church website and gathers and coordinates information from/to church members as appropriate. The individual must be efficient, able to multi-task, and comfortable being a member of a team. The Administrative Assistant is resourceful, a good problem solver, and organized—ensuring that work is completed in a quality and timely manner.

#### Responsibilities and Duties:

The Administrative Assistant performs a variety of duties on a daily, weekly, monthly, quarterly, and yearly basis.

#### Weekly Duties

Prepare for Church Services:

- Prepare and coordinate printing of Bulletins for Sunday morning, Wednesday evening, and special services (e.g., Lent, Holiday, funerals, etc.)
- Assist the Pastor with creating videos for the services
- Prepare PowerPoint presentations for services and meetings according to the Pastor's needs
- E-mail service information to the local newspaper
- Gather announcements
- Print and e-mail Scriptures for the Sunday morning service

#### Financial

- Data entry of tithes, offering, and contributions, including tracking of designated contributions. Uses Church Windows for maintaining this information.
- Assist the Financial Secretary, when needed, including double-checking the money from the offering and making bank deposits.
- Prepares weekly report for financial secretary

Enter visitor names in Church Windows (i.e. database)

### Monthly Duties

Gather material/articles for the newsletter, then edit, arrange/format for sending via e-mail and/or printing (for members who do not have e-mail to be able to pick up at the church).

### Quarterly Duties

Prepare and mail quarterly contribution statements.

### Yearly Duties

Summer: Produce Phone/E-mail Directory

Fiscal Year:

- Church Conference Reports
- Enters Pledges into Church Windows

Calendar Year:

- Prepares and mails year-end financial contribution reports.
- Update church status with MN Secretary of State
- Update & renew Music (CCLI), Streaming (CSPL), & Video (CVLI) licenses.

### Routine Duties

Website:

- Edits weekly worship services and uploads it to the HUMC website.
- Updates the website as needed and instructed.

Generate correspondence (memos, e-mails, and reports) when appropriate.

Receptionist: Answer calls, check voicemails, deliver messages, greet guests and guide visitors, etc.

Maintain familiarity with Membership records and processes, including tracking and updating:

- church calendar – for usage
- address changes of members, associate members, regular visitors/attendees and visitors
- membership records

Make up Sign-up Sheets for Events, Volunteers, and other activities as needed

Help Promotions Team to create flyers, brochures, etc.

Copying and filing as needed.

Sort and deliver mail

Assume responsibility for maintenance of office equipment, including computers, copy machines, and fax machines.

Maintain office supplies by checking inventory and ordering items

### **Qualifications, Experience, and Skills**

Proficient with database management, e.g., Church Windows

Proficient in MS Office, including Word, Excel, and PowerPoint

Proficient in MS Publisher  
Ability to manage and update Website  
Proficient with Photoshop and/or Adobe Acrobat  
Ability to create and edit videos  
Organized and able to establish work priorities  
Excellent writing, editing, proofreading skills  
Detail-oriented with the ability to also see the overall picture/goal

### **Oversight of Position**

Administrative Assistant receives oversight from the Pastor and a member of the SPRC, with work assignments and priorities established by the Pastor.

**Other duties may be assigned as needed in collaboration with the Pastor.**