

Administrative Assistant Job Description

Maryland Presbyterian Church

Ministry Summary:

The primary role of the Administrative Assistant is to provide support and assistance to the Pastor and lay leadership of the congregation in coordinating the work of the church office. An additional role is to provide help and support for the members of the congregation and the community who contact the office.

Ministry responsibilities:

A. Administration of church office

- a. Create all worship bulletins and prepare weekly announcement sheets. When preparing bulletins, create large print copies for those members with visual impairments.
- b. Has primary responsibility for maintaining the church calendar.
- c. Maintain mailing lists for various groups in the congregation.
- d. Prepare annual reports, directories and other materials as needed.
- e. Maintain all membership records and appropriate paper files.
- f. Prepare and mail all correspondence, sort and distribute mail, including visitor letters when applicable.
- g. Order and control supplies for office maintenance, including the registration list of individuals with keys.
- h. Maintain wedding policies and funeral packets for distribution as needed.
- i. Maintain copier and other office equipment and obtain service when needed.
- j. When requested, order supplies, books and other materials needed in the ministry of this church.
- k. Recycle paper, catalogs, and toner cartridges and put in appropriate place as needed.
- l. If maintenance work is needed to be completed around the building, notify the MPC Property Committee.
- m. Perform all duties in accordance with the Session Policy manual. With the Clerk of Session, maintain an electronic and hard copy of the manual. This manual should be clearly labeled and easily available by interested parties.
- n. Other duties as assigned.

B. Reception and Support

- a. Inform pastor of prayer requests that are received in the church office, by phone, email or in person.
- b. Welcome visitors and congregational members to the church.
- c. Phone support – answer, transfer, take messages and assist the caller.
- d. Maintain papers and information for the Information Center in the Narthex and post appropriate information on the church bulletin board. Sort and discard old, out of date information.
- e. Evaluate and distribute email communication accordingly, especially time sensitive correspondence.
- f. Provide support to congregation and visitors as needed.
- g. Provide calendars by the 15th of the month for the following month's Providence Press. Print and distribute/mail hard copies of the Providence Press. Insure that copies are available in the Narthex.
- h. Prepare weekly MPC Midweek Update from September – June and biweekly MPC Midweek Update in July and August. Distribute/mail on Wednesday mornings.
- i. Ensure that safety inspections are completed, including boiler inspections every 2 years and annual BPPF fire extinguishers. Monitor and restock first aid kits as needed.

C. Financial Support

- a. Collect and print checks for all approved bills and contact the appropriate party to fill out a purchasing form so that a bill can be processed.
- b. Mail all bills in a timely fashion so that late fees are not incurred.
- c. Maintain Deposit and Fund Report files.
- d. Write checks for bi-monthly payroll and distribute/file once signed.
- e. Write checks for quarterly payments including, but not limited to, the state of Maryland, Presbytery Mission and General Presbytery.
- f. Complete all paperwork related to payroll processing, including Federal Withholding Tax forms.

Ministry Accountability: The Administrative Assistant is supervised and accountable to the Pastor.

Qualifications: The Administrative Assistant should:

- a. At a minimum, have a high school diploma or GED.
- b. Have proficiency with the Microsoft Office Suite Programs (Word, Excel, PowerPoint, Outlook) and QuickBooks.
- c. Be able to work with desktop publishing programs, Facebook, Twitter and online media/web page sites.

- d. Have strong organizational skills, ability to multi-task and handle requests from multiple sources. Previous administrative experience is helpful, but not required.
- e. Have effective communication and editorial skills.
- f. Possess a caring attitude, high integrity and the ability to exercise discretion and confidentiality.
- g. Develop a working knowledge of MPC's organizational structure, ministries and protocols.

Time Requirements: This is a part-time, hourly position averaging 22 hours a week, Monday – Friday. Specific schedule to be determined by Pastor and Administrative Assistant.

The projected start date is Monday, April 2, 2018.

There will be a 90 day probationary period from start date. The Administrative Assistant will be required to complete drug and background checks.

Applications will be accepted by mail or email to the addresses below.

Mail to: Maryland Presbyterian Church
1105 Providence Road
Towson, MD 21286

Or email to: MPC@MPCHURCH.ORG