

Job Description / Administrative Assistant

Part-time Position

St. Peter's United Church of Christ, New Haven, Missouri

Prime Objective:

To perform clerical, administrative, and financial duties for St. Peter's United Church of Christ, New Haven, Missouri

Specific Duties and Responsibilities:

Clerical:

- Prepare the church Constant Contact (email) newsletter for weekly distribution: type, edit, send and manage distribution list.
- Prepare bulletins for worship as provided by the Pastor.
- Prepare and mail materials related to programs, organizations, and activities.
- Maintain the membership role and mailing list in PowerChurch Plus.
- Prepare and distribute the annual report.
- Maintain office equipment (e.g., computer, copy machine, etc.).
- Serve as secretary to the Pastor.
- Record and maintain all items related to pastoral ministry (i.e., funerals, baptisms, weddings, confirmations, transfers in and out, and confessions of faith).

Administrative:

- Maintain regular office hours so church members and the general public can communicate with the pastor and other church leaders.
- Consult with and inform Pastor regarding those events that require pastoral ministry.
- Maintain the church calendar and coordinate the use of the church facilities.
- Answer the telephone during office hours and relay messages to the Pastor.
- Order supplies for the office and the congregation.
- Maintain files for church records.
- Provide information as requested for the different boards and committees.

Financial Record Keeping:

- Post records of all donations and prepare annual contribution statements.
- Prepare payroll including related IRS, Social Security, and insurance, pension and medical forms.
- Prepare checks for the signature of the church treasurer and distribute once signed.
- Maintain all financial records as managed in the church office.
- Prepare monthly reports for the council, boards, and committees.
- Print and mail W-2's

Required Characteristics:

- Ability to maintain strict confidentiality in regard to all business matters of the congregation and the Pastor.

- Basic secretarial abilities (e.g., communications skills and ability to operate office equipment).
- Basic computer knowledge and proficiency in Microsoft Windows, Microsoft Office, and willingness to learn PowerChurch Plus (church accounting program).

Accountability and Authority:

- The administrative assistant reports to the council and is operationally responsible to the Pastor. Scheduled hours, pay, and benefits as outlined by the church personnel committee via the Memo of Employment.

I acknowledge receiving and reading this Position Description.

Signature: _____ **Date:** _____