JOB DESCRIPTION

Title: Administrative Assistant & Communications Coordinator
Effective Date: 11/6/2025

Function:

The Administrative Assistant & Communications Coordinator serves the church by providing essential secretarial, clerical, and communication support to the Pastor, Leadership Team, and church committees. This position manages the church's digital presence including social media and website, while supporting the pastor in ministry-related administrative tasks. The person in this role will have Safe Sanctuary clearance completed every 5 years.

Line of Authority:

The Administrative Assistant reports to the Pastor or, when the Pastor is not available, the SPRC Chair.

Qualifications:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or equivalent software
- Working knowledge of website content management systems and basic web development
- Experience with social media platforms (Facebook, Instagram, etc.) and digital communication tools
- Strong written and verbal communication skills
- Attention to detail with ability to produce accurate, professional work
- Welcoming and cordial demeanor with visitors and callers
- Ability to maintain strict confidentiality appropriate to the position
- Basic understanding of or willingness to learn United Methodist polity and practices
- Self-motivated with ability to manage multiple tasks and deadlines

Compensation and Benefits:

Hours: Part-time position, approximately 12-15 hours per week

- Tuesday through Thursday: 9:00 AM – 1:00 PM (schedule may be adjusted as needed)
- Additional hours as required for newsletter bulk mailing and special projects

Wages: Hourly rate established and reviewed annually by SPRC

Payment Schedule: Bi-weekly. Time sheets must be completed daily and submitted to SPRC chair at the end of each pay period for approval before processing.

Employment Benefits: Medical insurance, life insurance, pension, and holidays are not currently included in the employment agreement.

Weather Policy: If school is canceled due to weather, all church activities are canceled. Staff should not report on these days and will not be paid for missed time. Hourly staff may make up missed hours within two weeks, use flextime, or take unpaid leave.

Leave Policies:

- Extended leave requests (family illness, maternity leave, etc.) must be submitted in writing to SPRC chair
- Unexpected absences (personal illness, family death, jury duty) do not require SPRC approval but must be communicated to Pastor and/or SPRC chair
- After six months of service, one week of paid vacation will be made available. Upon the first anniversary, two weeks of paid vacation will be available each year. Future vacation negotiable with SPRC at time of evaluation.
- Vacation requests should be coordinated with Pastor; SPRC chair will be notified
- Substitute coverage will be arranged during vacation periods

Essential Responsibilities:

I. ADMINISTRATIVE SUPPORT

Daily Operations:

- Provide secretarial support to Pastor including typing, phone calls, and other duties as requested
- Offer clerical assistance to church organizations, committees, and boards
- Maintain organized office files and computer databases
- Order and manage office supplies inventory
- Oversee maintenance and proper use of office equipment
- Maintain church calendar with all scheduled events and facility usage
- Process and distribute daily mail
- Complete filing and record-keeping tasks as needed

Membership and Attendance:

- Process attendance pads and record visitor information in database
- Send welcome letters to visitors within 24 hours of worship (if requested by Pastor)
- Notify Pastor within 24 hours of anyone requesting a call or desiring church membership
- Submit weekly online Vital Signs reports
- Keep official membership list current with additions, deletions, and address changes
- Distribute membership updates to Finance Secretary and Undershepherds chair
- Maintain all records electronically

Financial Record-Keeping:

- Maintain Memorial Fund records with detailed documentation
- Generate acknowledgment letters for memorial contributions (for Finance Chair's signature)
- Send notification letters to families of memorial recipients
- Process Brotherhood Fund applications for clients
- Track grocery card inventory and sales records

II. WORSHIP SUPPORT

Weekly Bulletin Preparation:

- Collect reports and announcements for weekly bulletins
- Type, format, and print bulletins with appropriate inserts
- Order and include special Sunday announcements as required
- Provide copy of bulletin and scripture readings to liturgist

PowerPoint Presentations:

- Create comprehensive PowerPoint presentations for all worship services
- Import hymns and format slides with appropriate backgrounds
- Develop slides for liturgies, scriptures, sermon outlines, and anthems
- Design special presentations (anniversaries, special services) including photos and embedded music
- Coordinate with soundboard operator regarding technical requirements

Special Services:

- Prepare wedding and funeral bulletins as needed
- Create dedication booklets for Easter and Christmas flowers
- Place symbolic silk rose on altar for baby dedications
- Design programs and materials for special church events and functions

III. COMMUNICATIONS & DIGITAL PRESENCE

Social Media Management:

- Maintain and regularly update church Facebook page with engaging content
- Post weekly worship information, events, and ministry highlights

- Share photos and videos from church activities (with appropriate permissions)
- Respond to messages and comments in timely, welcoming manner
- Develop and implement social media strategy to increase engagement
- Explore and recommend additional social media platforms as appropriate

Website Development and Maintenance:

- Keep church website current with accurate information
- Update homepage with upcoming events, sermon series, and announcements
- Maintain calendar of events on website
- Upload sermon recordings, bulletins, and newsletters as available
- Ensure all contact information and staff listings are accurate
- Monitor website functionality and coordinate technical support as needed
- Implement basic SEO practices to improve online visibility
- Create and update web pages for ministries, events, and special initiatives

Digital Communications:

- Develop e-newsletter or email updates as supplement to print newsletter
- Maintain email distribution lists for various groups and committees
- Create digital graphics for announcements and promotions
- Produce short videos or photo slideshows for online sharing
- Coordinate online event registration when applicable

IV. PUBLICATIONS

Monthly Newsletter:

- Collect articles and information from committee heads and ministry groups
- Coordinate, edit, and proofread all content for accuracy and clarity
- Obtain Pastor's approval before publication
- Maintain monthly calendar with all meetings, services, and church activities
- Format and design newsletter for readability and visual appeal
- Generate mailing lists and prepare newsletter according to postal regulations
- Travel to bulk mail station in Duncansville for monthly mailing (one additional paid hour)
- Track and maintain postal account balance, making deposits as needed
- Reference previous year's newsletter for recurring seasonal content

Flyers and Promotional Materials:

- Design and update church flyers as needed
- Create tickets for special events
- Develop promotional materials for church programs and initiatives

V. MEETING SUPPORT

Committee Communications:

Send meeting reminders one week in advance via email, text, or bulletin announcement to:

- Leadership Committee
- SPRC, Trustees, Nominations, Visioning
- Nurture Committee, Outreach Committee
- Undershepherds
- Other committees as directed by Pastor or committee chairs

Meeting Materials:

- Prepare meeting packets including agenda, minutes, three-month calendar, treasurer's report, and endowment fund report (for Leadership Team)
- Post reports, financial statements, and committee minutes as appropriate
- Provide copying and distribution support for all meetings

VI. ANNUAL RESPONSIBILITIES

Conference Reporting:

- Collect data and complete annual forms for church conference
- Submit required annual statistical reports online

Safe Sanctuary Compliance:

- Track and maintain Safe Sanctuary certifications and documentation
- Notify individuals 60 days before certification expiration
- Monitor and document completion of updated certifications

Christian Education Support:

- Order Sunday School materials quarterly in coordination with Children's Coordinator and/or Sunday School Superintendent
- Verify accurate material counts before placing orders

VII. ADDITIONAL DUTIES

- Maintain record of church keys distributed
- Inform Pastor of hospital admissions and releases as communicated
- Perform other tasks as assigned by Pastor and/or SPRC

Job Evaluation:

The Staff Pastor/Parish Relations Committee will conduct an annual evaluation of the treasurer's job performance. For a new employee, evaluations will be conducted after the first 6 weeks of employment and then two additional times during the first year.

Termination of Employment:

The Administrative Assistant must provide 30-day written notice to the Pastor and SPRC chair when requesting to terminate employment.

DISCLAIMER CLAUSE:

Notwithstanding the connectional relationship between the Susquehanna Pennsylvania Conference of the United Methodist Church and local churches or charges, it is Conference policy that all matters dealing with the hiring, firing, and/or supervision of any non-appointed employee by a local church or charge shall be left entirely to the local church or charge and the employee to negotiate. The employment of such persons shall place no additional liability upon the Susquehanna Pennsylvania Conference except for ordained clergy, diaconal ministers, and laypersons enrolled in the denominational pension plan. Each local church or charge shall include in its job description a reference to this policy. All job descriptions shall be reviewed by the appropriate District Superintendent to ensure this policy is included.

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Pastor's Signature Date

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SPRC Chair's Signature Date

Revised: 11/6/2025