

Administrative Assistant

A. Status

Employment Status: At will, part-time; Administrative support staff

Reports to: Church Office Administrator

Benefit Status: Vacation eligible; not eligible for health; cf. Employee Handbook

Hours: 24 hours a week (average); M-Th, 9am-3pm

Compensation: Hourly

Last Revision Date: 3/1/2025

Approved by: Administrative Elders

B. Purpose

This position assists the Church and staff by providing a welcoming face to the congregation and community and making the Church Office a hub for professional communication, coordination, and publications by providing administrative assistance, organizational support, and data management.

C. Responsibilities

1. Related to Worship:
 - a. Create and prepare the weekly Bulletin – including printing, folding, collating, uploading to the website, and mailing.
 - b. Assist the Lead Pastor, Director of Music and Worship, and the Special Services Coordinator in the preparation of worship materials – electronic and/or hard copies.
 - c. Create information slides from information provided by Staff and Ministry Leaders to be displayed on the monitors located throughout the church, during pre-service, livestream, and website.
2. Related to Membership and Visitor Care (in collaboration with the Shepherding Team):
 - a. Communicate member concerns to the Shepherding Team and congregation as needed during hospitalizations, death, and other significant life events.
 - b. Maintain an accurate membership database which includes the pictorial and phone directory.
 - c. Assign, in collaboration with the Shepherding Team Membership Clerk, members to Faith Family Groups.
 - d. Compile membership statistics for internal and external (classis and denomination) purposes.
3. Related to Congregational Communication:
 - a. Maintain the congregational mailboxes and church mailbox policy; supervises the “sign-up table” in the Gathering Area.
 - b. Send a weekly email to the congregation (usually on Thursday afternoon) with announcements, updates, and (electronic copies of) the bulletin and message outlines/materials.
 - c. Maintain an online and office Ministry and Event calendar.
 - d. Update web page (weekly) with current communication needs and activities.
4. Related to Ministry Leaders:
 - a. Receive/collect and file leadership minutes and distribute appropriate materials as requested by leadership.
 - b. Assist the Council, Administrative Elders, Shepherding Team, and Deacons as requested.
 - c. Provide schedule for designated elders, greeting elders, safe guards, etc., as requested by the Council/Shepherding Team.
 - d. Provide an annual leadership directory.
 - e. Assist the Office Administrator with volunteer screening; provide summary bio for persons nominated for Church Leadership/Office.

5. Related to General Office Duties:

- a. Assist the Lead Pastor, as necessary, with correspondence, editing/proof-reading, scheduling, copying/collating, etc.
- b. Maintain office resources, files, and equipment contracts.
- c. Coordinate signups, membership/baptism requests, facility use requests, wedding/funeral requests, Christmas/Palm Sunday/Easter flowers, compiles graduation booklet, etc.
- d. Provide "Thank You's" on behalf of the staff.

D. Qualifications

The Administrative Assistant must...

1. ...be a follower of Jesus Christ, be actively nurturing their faith, and demonstrate a Christ-centered life.
2. ...be able to sign Georgetown's Leadership Covenant and support its Mission.
3. ...exercise strong organizational, communication, and interpersonal skill.
4. ...be a team player and professionally and graciously represent Georgetown Church and its staff.
5. ...be adept and creative utilizing Microsoft Suite, social media, and Google Calendar, and be adept and creative with (or comfortable learning) new software applications like Planning Center.
6. ...be able to perform duties independently, follow-up details/tasks, and assist other staff members in preparation of materials as needed.
7. ...be able to maintain confidentiality.

E. Accountability and Reporting

1. The Administrative Assistant is accountable directly to the Church Office Administrator.
2. The work and performance of the Administrative Assistant will be reviewed and evaluated annually by the Office Administrator.