

Providence Forge Presbyterian Church
Position Description
Administrative Assistant

Purpose:

To provide administrative support to the Pastor, session members, committee chairpersons and to the congregation as approved by the Pastor.

Accountable to: The Pastor

Responsibilities:

1. Performs general secretarial duties for the Church to include typing, answering the telephone, and directing mail to proper channels (must be computer literate in the use of Microsoft Word & Excel);
2. Mails giving statements to members of the Church;
3. With appropriate Committee Chair approval, prepares checks for Treasurer's signature;
4. Orders office supplies, equipment, and worship materials;
5. Prepares and copies documents for distribution such as bulletins, mailings and letters to the congregation as directed by the Pastor;
6. Maintains the church calendar (minimum once/month in bulletin) bulletin and electronically) to include dates and times of all group use;
7. Assists Clerk of Session by updating records of new members, baptisms, deaths, etc. and preparing final copies of minutes; include session notes in bulletin, send to Barbara Lore for website;
8. Maintains church directory and birthday/anniversary listing and prepares birthday cards for youth and those over 75 each month;
9. Secures in conjunction with Worship committee chair, volunteers participating in worship (for example Lay/Lenten/Advent readers) with follow up reminders and supporting documents;
10. Receives applications for use of the building and grounds, forwards the application to the Buildings and Grounds Chair and issues a key to the building upon (session) approval of the application. Maintains an accurate list of all persons holding keys to the church. Notifies all organizations holding keys to the building that renewal of their application is required annually each December;
11. Maintains timely office hours as scheduled by the Pastor; proposed Monday – Thursday AM 4 hrs/day;
12. This position requires a high level of confidentiality. Any breach is cause for immediate termination by Session.

Compensation:

Compensation will be on an hourly basis, paid at the end of each month. Compensation and performance will be reviewed annually by the Pastor and the Policy and Personnel Committee; proposed \$13 - \$18/hr. New hires will be on a 3-month probationary period. After 3 months, his/her performance will be evaluated by Pastor and P & P committee and if appropriate a salary increase will be granted.

Leave/Vacation:

Administrative Assistant will receive up to 16 hours of absence with pay, with any additional time to be approved by the Session.