

**First Presbyterian Church of Alma
Alma, Michigan**

Administrative Assistant

Purpose:

The Administrative Assistant performs a range of administrative and clerical functions in support of the on-going operations of the church. This individual must be courteous and respectful to all people they encounter while performing church duties.

Relationships:

The Administrative Assistant is under the direct supervision of the Pastor and accountable to the Personnel Committee of Session in consultation with the Pastor.

Responsibilities and Duties:

An employee in this position will provide administrative and clerical support to Pastor and the church.

- Be proficient in the use of Microsoft Office and quickly master the office equipment.
- Receive visitors and telephone calls, take messages and read and respond to emails.
- Provide information to callers based on knowledge of church operations, Pastor's preferences, and church procedures.
- Keep informed of office details, keep Pastor informed, and advise Pastor of issues, concerns, and problems.
- Maintain confidentiality of documents and information received.
- Maintain the church calendar.
- Prepare and print bulletin for worship at the direction of Pastor.
- Send reminders to Sunday worship service helpers and others, as requested.
- Compose and record One Call Now messages when required.
- Understand the duties of the Financial Recording Secretary.
- Other duties as assigned.

The Administrative Assistant is expected to perform the duties listed below which are basic clerical functions of the church office.

- Bring in, open, and distribute mail.
- Regularly open church email, responding and forwarding as needed.
- Compose and type routine letters.
- Assist in creating and revising forms, procedures, manuals, reports, minutes of meetings, numerical data, and charts.
- Proofread and correct prepared materials for correct grammar, format, completeness, and content.
- Compile, publish and distribute the monthly newsletter.
- Compile and print copies of the Annual Report for the annual congregational meeting.
- Maintain the large bulletin board in the entryway.
- Assemble and distribute Session materials.
- Operate standard office equipment.
- Plan for continuity when not present.
- Determine need and order office supplies such as bulletin covers, stationery, and copy paper.

- Determine need and order equipment service or repairs.
- Order nameplates for interments in Pennington Garden.
- Order other items as requested.
- Maintain files, logs, indexes, records, or other information, including entry, retrieval, updating, verifying and deleting information from electronic files.
- Maintain and update database of church members and visitors, including mailing list for newsletters; committees, Boards of Deacons, and Session lists; Deacons for Parish Care assignments; and stewardship mailing.
- Maintain a record of requests to use church facilities, including obtaining Building and Grounds' approval if needed, notifying the custodian, and notifying the sound system attendant if needed.
- Assist with church directory, when required.
- Perform basic mathematical functions.
- Ability to determine work priorities and meet deadlines.
- Maintain a key log.

The Administrative Assistant position requires proficiency in the English language.

- Knowledge of correct usage, grammar, and spelling is a basic requirement.
- Ability to follow, apply, and interpret oral and written instructions.
- Ability to communicate effectively with others.