

JOB DESCRIPTION – CHURCH OFFICE MINISTRY ASSISTANT

The paid office ministry staff shall be a person who is of solid Christian character. One who understands his/her first priority as a frontline contact person for our church community is to respond to the ministry needs of people who call or visit our church building.

Tasks to be performed:

Office Needs:

Manage the phone system efficiently including answering calls promptly and professionally, screening calls appropriately and sharing information appropriately (confidentiality).

Prepare/processes church correspondence, mail, e-mail, fax messages and reports utilizing the church computer, printer, online fax service, copier/ scanner and other related office equipment.

Prepare/process weekly church bulletin, slides for services, weekly e-news (created on and distributed from the church website), and yearly church conference documents/reports using office software (Word, Publisher, PowerChurch Plus database). Send information/files of upcoming Worship Service to appropriate persons, as needed.

Review weekly attendance cards for summarization and distribution of prayer requests and visitor information.

Prepare/process invoice/billing paperwork as directed by Finance Team member.

Prepare/process congregational communications to the church constituency. (Volunteers may be needed for mailing support.)

With input from committee chairs/members, maintain and coordinate the church Google calendar, the church website; and post events on Facebook.

Maintain church files and directory information in church-wide database.

Order office supplies as needed or requested.

Keep an organized and neat work area. (Church office is accessed by congregation during week and on Sunday mornings.)

Notify pastor and congregation of changes to regular office hours through bulletin information, answering machine and notice on church doors.

Personnel needs:

Work with the pastor (primarily) and committee chairs (secondarily) to accomplish above work goals. Input from congregation members may be needed to complete above work or answer questions regarding correspondence, bulletins, newsletters, calendar, and database.

Protect the privacy of the Pastor in times of personal study and meditation.

Contact Pastor and Staff Parish chair when taking sick time (unpaid) or when scheduling vacation (paid) so necessary coverage can be arranged.

Note on Confidentiality: maintain strict confidences in regard to daily dealings with parishioners and counselees. Keep confidential information/documentation not intended for public knowledge throughout the congregation while matters are under discussion prior to approvals from the Administrative Board or Staff Parish committee.

Candidates should submit their resume and a list of three references to:

Cheryl Fournier SPRC

Christ United Methodist Church

9009 Algonquin Road

Algonquin, IL 60102

Church Office Phone: 847-669-9009

You may also send your resume and references to the following email address:

CUMCOffice9009@gmail.com