

MINISTRY ASSISTANT

PSC Job Description (24 Hours)
11/21

PURPOSE: Provide administrative support for the ministry staff and church leadership of Prince Street Church.

DUTIES/RESPONSIBILITIES:

1. Provide administrative support to Ministry Staff and Church Leadership as needed.
2. Interact with the congregation and community that call or visit the office.
3. Maintain a current church database of attendees and members:
 - 1.) Check "Connection Cards" each week for those persons who indicate a need for pastoral visits, calls, church membership, baptism, infant dedication and communicate with Pastoral Staff.
 - 2.) Update any changes in address and/or telephone numbers, new membership, baptisms, marriages, infant dedications, deaths, inactive and transfers.
 - 3.) Compile an updated, comprehensive record of membership in preparation for annual church audit.
4. Local Board of Administration responsibilities:
 - 1.) Prepare packets for monthly meetings.
 - 2.) Prepare Board of Administration reports following the monthly meeting for distribution to the congregation.
 - 3.) Maintain a notebook of all records of Board of Administration and annually placing each year's records in the church vault.
 - 4.) Prepare board members notebooks for each new board member at the beginning of each year.
5. Oversee the publication and mailing of weekly bulletins and any associated information.
6. Develop, coordinate, and maintain (weekly) Social Media sites: Church website and Facebook page.
 - 1.) Edit and post weekly sermon video on Facebook and Church Website
7. Maintain a church Master Calendar:
 - 1.) Coordinate the scheduling of Events (weddings, funerals, etc.) communicating with those directly impacted.
 - 2.) Provide the custodian access to the Master Calendar including events or activities that will utilize the church buildings. Any unexpected changes to scheduled events will be provided in an email, written notices placed in the church mailbox and verbal instructions.
8. Create and design church graphics and announcement slides on a weekly basis.
9. Manage the office budget and supplies.
10. Weekly staff meeting with the Sr. Pastor.
11. Daily collect and distribute postage and deliveries.
12. Place orders of approved items as needed.
13. Other related office duties as assigned by the Senior Pastor.

QUALIFICATIONS:

1. A Christian possessing an actively growing relationship with Jesus Christ that is evident in regular church attendance, conduct, speech, habits, attitudes and lifestyle both on and off the job.
2. The ability to serve people graciously, work collaboratively with others and submit to the authority of the Senior Pastor and the Board of Administration.
3. Able to demonstrate administrative, managerial, and telephone skills at a professional level.
4. Due to the nature of this position a high level of integrity, confidentiality, and punctuality are required.
5. Experience working with computer programs (Microsoft Office, etc.), multi-function office machines, phone systems, and the willingness to take further training.
6. 3 - 5 years of office experience preferred, but not required.
7. In agreement with and will adhere to the Governing Documents of the United Brethren in Christ denomination.

ACCOUNTABILITY:

This position reports to the Sr. Pastor and is accountable to the PSC Board of Administration.