

BEVERLY HILLS UNITED METHODIST CHURCH

Part-time Administrative Assistant Job Description

Principal Function Responsible for performing a variety of secretarial and administrative duties involved in the church.

Responsibilities

1. **Receptionist** – Admits, greets, and directs building guests. Answers the phone in a pleasant and informative manner, relaying the messages to proper persons.
2. **Maintains the building schedule** and the Master Church Calendar for all activities in the Church. Communicates to the Building Caretaker the meeting room and equipment requirements.
3. **Prepares on computer** and collates, files and folds the weekly church service bulletin; the Bugle (newsletter); Finance Secretary's monthly reports; letters; pledge cards, etc.; minutes of the Church Council, and of various commissions and work areas; types reports and correspondence for the Pastor; all in the order of priority established by the Pastor.
4. **Keeps records** – Maintains current addresses and phone numbers of the total church membership, records all membership transfers, baptisms, confirmations, weddings and deaths. Updates the hospital sick list and convalescent home list and keeps minister informed. Maintains and files pertinent Charge Conference reports, Michigan Non-Profit Organization papers, licenses, insurance policies, records and reports.
5. **Billings and mailings** – Checks all miscellaneous church bills and makes a voucher for the Treasurer, itemizing bill and correct budget line-item that the bill is to be charged to. Responsible for all mailings in the church office, keeping sufficient funds in the Bulk Rate Permit (if there is one) and postage purchased, passing other department vouchers to the Treasurer.
6. **Orders** - All office and janitorial/dining room supplies as needed.
7. **Works with Memorial Chairperson** to record gifts, keeps up with correspondence, deposits memorial contributions when received.
8. **Assists other Chairpersons** with meeting notices and minutes. Maintains file of all major committee minutes and correspondence.
9. **Maintains complete confidentiality** in all matters of the church.

Minimum Qualifications

Possess the ability to:

1. Meet the membership and public with sensitivity and efficiency.
2. Plan the office workload.
3. Operate a computer, typewriter and other office equipment.
4. Prepare routine correspondence and maintain church filing system.
5. Approach job with self-direction and motivation.

Supervised by the Pastor

Responsible to the Staff-Parish Relations Committee

Work Hours 9:00 to 11:30 a.m. and 12:00 to 3:00 p.m. Mondays through Fridays

Vacation One week annually after one year of service.
Two weeks annually after five years of service
Three weeks annually after ten years of service.

Vacation must be taken following the calendar year in which it was earned unless approved by the Staff-Parish Relations Committee. All vacation must be approved by the Pastor and reported to the Committee.

Overtime Overtime hours will be covered by compensatory time off, hour for hour, as arranged by the Pastor.

Probation Period Sixty (60) days after hire date.

Holidays The secretary will be paid for holidays that fall during regular working days. These holidays, on which the office will be closed, are:

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|------------------------|------------------------|--------------------|
| New Year's Day | Fourth of July | Christmas Eve Day |
| Martin Luther King Day | Labor Day | Christmas Day |
| Good Friday | Thanksgiving Day | New Year's Eve Day |
| Memorial Day | Day after Thanksgiving | |

Compensation The rate is to be determined by Staff Parish Relations Committee

Pay Period Compensation for hours worked is made on the last working day of each month.

Termination Of Employment

As a Beverly Hills United Methodist Church employee, you have the right to terminate your employment with the church at any time, with or without cause, for any reason you consider appropriate. We do request that you provide at least two weeks' notice of your departure so that we can make any necessary arrangements to fill your position. Likewise, Beverly Hills United Methodist Church, as an "At Will" employer, reserves the right to terminate the employment relationship with you at any time, with or without cause, for any reason the Church considers appropriate.

No one has any authority to modify this employment agreement unless the change is approved in writing and signed by you and the Chairperson of the Staff-Parish Relations Committee.

Secretary _____ Date _____

Chairperson _____ Date _____
Staff-Parish Relations Committee