

FIRST UNITED MENNONITE CHURCH
Administrative Assistant – Job Description - 2017

Job Duties:

Participate in bi-weekly staff and prayer meetings

Proficient in Microsoft Office 2010: Outlook, Word, Publisher, PowerPoint, Excel

Produce a Church Directory every other year

- keep up-to-date records (ear to ground)
- may need to design, layout, print and complete booklet

Produce Weekly Bulletin

- compile all data, produce the bulletin and print
- email out the bulletin, with a greeting to those on the bulletin email list
- mail out bulletins to those that are not able to attend regularly

Produce Monthly Calendar

- compile all data from the “Google Calendar”, from pastors and add members’/ non members’ birth dates
- attach this calendar to the bulletin and send out monthly
- print a few copies to distribute around the church

Prepare Projection Slides for weekly worship service

- use Easy Worship software to prepare projection slides of the songs and scripture text

Send Weekly Worship Service Organization Email

- email those involved in the upcoming worship service to remind them of their roles and to request sermon details from the preacher

Edit & Upload Sermon to Church Website each week

Produce Worship Schedules

- liaise with the schedulers (pastor, music, scripture, audio, projection, prayer and greeter/ushers) to create a worship schedule to be sent out few times a year
- request a cheque from the Treasurer for guest speaker honorariums

Produce Congregational Annual Reports twice a year (Feb. & June)

- liaise with the church chairperson, the pastors, the committee chairs, conferences and compile data to create report books
- design a cover page, produce an agenda and when completed, print for all members attending the meetings
- produce Powerpoint slides of the “Nominations Chart” and the Financial Data

Yearly planner

- review and make adjustments to the “FUMC List of Yearly Events (for Admin & Pastors)” report

Produce Bulletin Folding Schedule

- coordinate a bulletin folding team and prepare a yearly detailed folding schedule
- send this schedule out to all folders

Produce and Update the FUMC “Statistics” Report

- record births, child dedications, baptisms, membership transfers, membership withdrawals, weddings, deaths
- make sure these changes are also recorded on our current “Member” cards

Library

- catalogue new books
- put book returns back on the shelves
- help keep the library organized

Facility Management

- during the year, enter into the “Google Calendar” all events in both the Church Building and the Education Building making sure that events do not clash
- for events rental booking review the “Admin Rental Policy Guide”, “Rental Policy for the FUMC Church Facilities”, and follow all the steps
- keep and update the logs of persons having keys to the Church Building and the Education Building (long term & short term key holders)
- check the “Key Lock up Panel” in the church office to ensure that no keys are missing, have a tag, are labelled correctly and are hanging in the correct spot in the panel
- keep caretaker informed of events
- communicate any schedule changes to all using the facilities

Mail/E-mail

- screen, sort, and distribute incoming mail (bills, publications etc)
- emails are viewed and responded to daily, may even view emails at home if needed
- manage all email contacts
- all email contacts for church bulletins must have permission from the contact and must be put onto the “Anti Spam Permission List”

Files/Computer Document Files

- maintain and update all computer and office files

Accounts Payable/Accounts Receivables

Payables

- maintain a \$300 Petty Cash Float, paying for smaller office/church expenses
- distribute invoices to the chair persons of certain committees (maintenance etc.)
- authorize the payments of office invoices for the Treasurer (Telus, magazines, insurance etc.)

Receivables

- collect and record all monthly rent payments from FUSMC, MBC, Asian Church as well as any other rental bookings and give to “Counters” for deposit

Special Services and Events

- Eternity Sunday (last Sunday before Advent) – prepare a Powerpoint slide collecting data and pictures of persons from our church that have passed away from last years’ Eternity Sunday to the current years
- MCBC “Inspirational Day” – collect pictures, birth and death data plus a short description of women that have passed away in our church during the year for MCBC’s “Memorial List”
- Maundy Thursday – make a bulletin for the footwashing service
- Child Dedication Service – make up child dedication certificates for the pastor
- Funeral/Memorial Services – help the pastor in the preparation for the service, from getting the announcements out, finding people for the services to giving out honorariums etc. – see “Admin Duties for Funerals” report

Criminal Records Check/Take Care

- make sure all volunteers have enrolled in the “Take Care” program and have completed the necessary forms yearly
- make sure all staff and volunteers have Criminal Record Checks (CRC) done and that the files are up to date – the CRC must be redone every 5 years
- complete the appropriate forms for the MCBC insurance company

Miscellaneous

- order and/or buy office supplies, keep inventory
- keep current the data on the bulletin boards in the church basement
- keep equipment maintained
- keep attenders’ mailbox slots up to date
- make sure all rooms and spaces in the church and education building are kept tidy (offices, library, kitchen and church foyer etc.)
- do any dishes in the kitchen and empty the drying rack
- water the plants once a week
- Christmas cards - prepare and have all staff sign Christmas cards for all those in the care homes and that are not able to attend church regularly
- Canadian Mennonite – make any changes to those getting the magazine
- manage the “Lost & Found” bin found in the room by the Library