

Chehalis United Methodist Church  
Job Description

**Position Title:**        Office Assistant – Part-Time

**Immediate Supervisor:**     Pastor

**Administrative Guidance:**    Staff-Parish Relations Committee

**Scope:**    To provide office support and assist the pastor and congregation in church publications and reception of the public. This position is considered the hub of the church, with coordination between the paid staff, volunteers, congregation and the public.

**Duties and Responsibilities:**

- Serve as **receptionist**, greeting visitors, answering questions.
- **Assist the pastor** with administrative duties as needed.
- Answer **phone** calls and **emails**, conveying messages to appropriate staff and volunteers.
- Pick up and distribute the **mail**.
- Prepare announcements on **electronic sign**, and update as needed weekly.
- Point to need for announcements in **Facebook & Website** (tell Pastor or other administrator), if not placing them personally.
- Finish weekly **worship bulletin** from draft prepared by pastor, checking hymn numbers, updating the list of people and welcoming statements on back side, adding music selections from choirs, and accompanist, etc. Attention to details is needed. Fold and insert the announcements, any music sheets, etc. (or assign the task to a volunteer).
- Compile info, then create and keep accurate announcements and calendar in weekly **Soundbites** (worship announcements) and the **Friendly Caller** (monthly newsletter).
- Oversee the **church calendar** to ensure accuracy. Schedule church building uses in consultation with the Trustees.
- Type and word process various **documents** and electronic information, as requested by pastor.
- **Notify committee** members of upcoming meetings, weekly.
- Maintain and update the **church directory** information, mailing lists (on CDM software), committee lists, etc.
- Prepare annual **charge conference booklets**.
- Keep inventory and order **office supplies**.
- Maintain and organize the **reception area**, remembering that often this is the first point of contact with the church.

**Expectations:**

- Uphold ideals and ethics of the Chehalis United Methodist Church.
- Be discrete with confidential information.
- Strong communication skills.
- Proficiency with MS Word, in the least, and Publisher, preferably, or willingness and ability to learn quickly.
- A willingness to learn new computer programs, especially Microsoft Office (Publisher, Excel, PowerPoint) programs, if not already proficient.
- Proficiency in the use of standard office tools such as copy machine, etc.
- Proficient general office skills; phone, typing, filing, etc. Organization of physical and computer files is necessary.

**Schedule Required:** Current desired schedule is 10AM-1PM T-W-TH. Exact days and hours are negotiable, arranged in agreement with Pastor and Staff-Parish Relations Committee. However, your weekly schedule needs to remain consistent once established, and the preference is 3 3-hour weekdays. At present there are 9 hours (published office hours) in the weekly schedule, plus up to four additional hours (unpublished and therefore flexible) per month with the idea that this is newsletter preparation time (11 mo.), or directory preparation(annually).

**Holidays:** Paid holidays include: New Year's Day, July 4<sup>th</sup>, Thanksgiving, Christmas when the holiday falls on a regular work day, and one personal day; each day prorated as three hour days.

**Vacations:** One week paid vacation after the first year of employment, two weeks yearly after two years. Each week will be granted at the rate of 9 hours of pay.

**Absences:** As state law requires, there is one hour of paid sick leave accumulated per 40 hours worked (which adds up to approximately 1 hour per month of sick leave).

**Developmental Guidance:** the pastor will conduct an evaluation for renewal with input from the Staff-Parish Relations Committee. The first preliminary evaluation will be at 90 days, and usually annually after the first.

Revised 3/1/2019