

# TCCS: The Congregational Church of Salem

## Job Description – Ministry Aide and Office Administrator (Part-time)

### **GENERAL:**

The Ministry Aide and Office Administrator is a vital member of the ministry team. Under the supervision and direction of the pastor this person provides aide to the Pastor, ministries, and members of the church to ensure that ministries within TCCS are properly and professionally assisted. This person is also responsible for managing all aspects of the church office and partnering with church staff and leadership to ensure effectiveness and quality in every area of ministry and must be willing to support the mission and purposes of the church.

On average, we believe that the duties can be accomplished in 12-15 hours per week. Some weeks will require less time while others may require more (especially during seasons like Vacation Bible School, Advent and Christmas, Holy Week and Easter, and other major events of the church).

This job involves flexible hours (generally Tuesday -Friday), and has the possibility that some of the work can be done at home on Tuesday -Thursday depending on the situation. Six- eight hours will need to be spent in the office on Friday in order to complete the preparation of materials for Sunday, and to prepare our facilities for Sunday's Worship and Fellowship activities.

Please note that we have deliberately sought to fill this position with someone who is not a member of our church. We believe that in doing so, we avoid a common difficulty where members who are also church employees are never off duty. This is not to say that we will prohibit an employee from joining the church, but we do not expect attendance or membership at TCCS.

### **DESCRIPTION OF DUTIES & TASKS:**

#### **Communication Tasks**

- Process welcome cards and send visitor letter or email to all new visitors.
- Maintain website and social media content.
- Create and send church (and community)-wide email communications through Outlook or Mail Chimp.
  - These tasks include but are not limited to setting up Elder Updates, and sending weekly prayer list and end of week reminder emails.
- Create and send church-wide postal mailings related to events and meetings.
- Edit and post sermon recordings to website.
- Mail monthly "New-to-Town" letters.
- Assist with overall communication of TCCS.

#### **Administrative Tasks**

- Be the first point of contact for those contacting the church in person, or through email, phone, or social media platforms through the week.
- Maintain the church email account.
- Sort and manage all incoming and outgoing mail and distribute mail to proper recipient.
- Prepare material for meetings.
- Maintain and submit Pastor's expenses for reimbursement.
- Assist with managing church information and resources including sorting, filing, scanning and organizing, and record keeping.
  - Note: The Ministry Aide will work closely with the Clerk ((the person who is responsible for maintaining certain critical records) in the maintenance of these records, plus all others pertaining to contracts, warrantees, equipment manuals, licenses, fire protection, Insurance policies, etc.
- Maintain service documents such as church prayer list, readings, worksheets, etc.
- Maintain content on ministry bulletin boards and signage.
- Maintain church communication accounts such as Mailchimp, Sign-up Genius, planning center, as well as all accounts with vendors and suppliers.
- Maintain church and building use calendars.
- Maintain Office Supplies: Keep inventory of office supplies and order when needed.
- Maintain inventory of forms and replace when needed.
- Maintain Church Data Base.

## **Church Ministry Tasks**

- Assist the Pastor in organizing, overseeing, and executing various ministries and events.
- Put together the weekly planning center service templates and prepare presentations for Sunday Worship.
- Create, print and fold the weekly bulletin and put it in worship facilities.
- Prepare meeting House/CC Center for Service
  - Insure both buildings are set for Sunday's service
  - Insure inventory of offering envelopes and other church information.
- Assist the Sunday School Superintendent with preparing materials for Sunday School teachers.
- Prepare Annual Report Document with the leadership team.
- Annual Events/Holiday preparations: Assist Pastor or Committee Chair with any additional tasks needed prior to and for the event. This may include publicity, copying and creation of documents. *Easter and Christmas, Vacation Bible School, Cruise for a Cause, and Apple Festival require a significant amount of assistance.*
- Prepare any mailings, notify media of events, and attend to any other administrative task or project requested of the Pastor or other Church Committee Chair or representative. Discuss priorities with Pastor.

## **Other Tasks**

- Other duties as needed and assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Required Knowledge, Skills & Abilities**

In order to fully perform the above functions, the individual must possess the following knowledge, skills and abilities.

- A person of integrity and confidentiality who is a self-motivated and flexible team-player.
- Proficient in the MS office suite including Word, Excel, Power Point and Outlook.
- Proficient in Facebook, Twitter, Instagram, and major social media platforms.
- Possesses a service orientation and excellent customer service skills.
- Excellent written and verbal communication skills.
- Excellent organizational skills and ability to pay close attention to details.
- Ability to prioritize and handle multiple projects at once.
- Willingness to learn new software as needed (there are several programs that we use that are specific to churches).

### **Preferred Commitments, Knowledge, Skills & Abilities**

The following Commitments, knowledge, skills and abilities would be useful and preferred.

- Be an active follower of Christ who is in substantial agreement with the TCCS Statement of Faith, mission, and church covenant.
- Proficiency in website editing.
- Proficiency in Mailchimp, Canva and previous experience or abilities in graphic design, bulletin preparation, photo-editing and copy-writing.
- Previous administrative support experience in a church or non-profit.
- Familiarity with Planning Center, Logos, Proclaim, Flockbase Membership database, and other church specific software.

## **COMPENSATION:**

- \$14-16 depending on experience. The compensation package includes two paid weeks of vacation.

## **TCCS STATEMENT OF FAITH**

*We believe:*

- *that the scriptures are verbally inspired by God and are without error in the original writings, and that their teaching and authority are absolute, supreme and final.* (1Cor 2:13; Prov. 30:5; 2Ti 3:16)
- *in the trinity of the Godhead. God the Father; God the Son; and God the Holy Spirit.* (2 Cor. 13:14; Mat. 3:16-17, 28:19)
- *in the personality of God: in the personality and the deity of Jesus Christ, begotten of the Holy Spirit, born of the Virgin Mary, that He is true God and true man: in the personality of the Holy Spirit Who in the present convicts men of their sin, righteousness, and judgment, sanctifies all who believe, baptizing them in the body of Christ, indwells all who believe, intercedes for them.* (Mat. 1:18-25; Luke 1:26-35; John 3:6-7, 16:8; Rom 8:9, 26; 1Co 6:11, 12:13; Philippians 2:6-11)
- *in the resurrection of Jesus Christ, that His body was raised from the dead according to the Scripture, and that He ascended into heaven and sits at the right hand of God as the believer's High Priest and Advocate.* (Luk 24:36-43; Acts 1:9; Romans 8:34; 1Co 15:3-5; Heb 7:23-28)
- *in the sinfulness of man – that all human beings are born with a sinful nature, are totally depraved and need a Savior from sin.* (Rom 3:10-12, 23; Eph 4:17-19)
- *concerning the atonement – that Jesus Christ became the sinners sacrifice before God and died as the propitiation for the sins of the whole world.* (1Joh 2:2; Heb 7:23-28)
- *in the necessity of the new birth, that salvation is by grace through faith and not of works: saving faith will maintain good works in the life of the believer.* (Joh 3:3; Eph 2:8-9)
- *in the literal resurrection of the body, both of the just and of the unjust.* (Joh 5:28-29; Act 24:15; Rom 8:11; 1Co 15:42, 44; 1Th 4:16,)
- *in the everlasting blessedness of the saved and the everlasting punishment of the lost.* (Rom 8:30; Rev 12:11-15, 20:10-15, 21:1-4)
- *in the reality and the personality of Satan.* (Mat 16:23; Joh 8:44; Rev 20:2-3)
- *in the evangelization of the world – the supreme mission of the church in this age is to preach the Gospel to every creature.* (Mat 24:14, 28:18-20; Acts 1:8)
- *in the second coming of Christ according to the Scriptures.* (John 14:1-3; 1Th 4:14-18; Rev 19:11-17)
- *that Baptism is an identification with, and the testimony of the Lord Jesus Christ. We also believe that the Lord's supper is the commemoration of His death to be practiced until He comes again and the privilege of all believers, and should always be preceded by self-examination. These we believe to be the two sacraments of the Church.* (Act 2:38-41, 8:37-39; Col 2:9-14; 1Co 11:23-34)
- *that God has established marriage as a lifelong, exclusive covenantal relationship between one man and one woman according to their birth sex and that all sexual activity outside the marriage relationship is immoral and therefore sin.* (Gen. 1:27; 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Deut. 22:5; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7)

## **TCCS CHURCH COVENANT**

We believe in the trinity of the Godhead; God the Father, God the Son, and God the Holy Spirit. We covenant with the Lord and one another and do bind ourselves in the presence of God: to walk together in all His ways; to remember our neighbor's welfare as our own; and to work loyally and lovingly to promote the worship of God and the work of His Church. We do this with His guidance as expressed in His blessed word of truth.

## **TCCS MISSION**

Our aim is to be a community centered on the gospel, glorifying God by growing disciples of Christ.