



Church Administrative Assistant

Job Description

Objectives:

To support the mission and ministry of Faith Evangelical Free Church (FEFC) through managing the activities of the main church office and other administrative duties related to FEFC's operation.

Responsibilities:

Subject to review and adjustment in conjunction with the Sr. pastor and elder board the following constitute the major responsibilities of the Church Administrative Assistant. This position is under the direct supervision of the Sr. pastor.

Weekly Worship Preparation:

1. Generate, oversee, and prepare the weekly worship plan, worship bulletin, and Powerpoint presentation.
2. Send the Worship plan to the worship leaders/participants in a timely manner before the Sunday Service.
3. Prepare the Sunday morning worship schedule quarterly.

Communications:

1. Prepare and send out notices about FEFC events, including texts, e-mail, and mailings.
2. Maintain FEFC's presence on social media, including our Facebook page and website. (Currently using Go Daddy Website builder)
3. Generate flyers, posters to promote upcoming events.
4. Check voicemail and update the phone messages as necessary.

Administration:

1. Receive members and guests in a gracious manner, providing information and support as needed.
2. Answer phone calls and route calls as appropriate.
3. Check and respond to mail, e-mails, and phone messages in a timely manner.
4. Maintain and keep office handbook updated at all times.
5. Notify the pastor and elders when critical information is received including, deaths, hospitalizations, surgeries, accidents, births etc..

6. Organize, maintain, and manage the FEFC calendars, facility use forms.
7. Work to maintain the membership roll, attender's directory, and visitor lists.
8. Maintain the office copier and other office equipment and obtain service as needed.
9. Order office supplies as needed from Treasurer, Financial Assistant, or Purchasing Agent.
10. Maintain current list of key holders and provide and distribute personal keys as needed.
11. Maintain and organize church office so it is warm and welcoming. Maintain church bulletin and announcement tables in foyer, discarding and replacing items as needed.
12. Participate in Administration team meetings with Sr. Pastor. (Typically, bi-weekly)
13. Support volunteer team leaders as needed.
14. Aid elder board with Administrative tasks

Skills and Qualifications:

This is a highly confidential position and requires one who can refrain from and defuse gossip. The Administrative assistant will need to be flexible, reliable and have attention to detail. Strong written communication skills and knowledge of computer and programs are desired. The person needs to be self-motivated, able to work independently, good at multi-tasking and prioritizing projects. Due to the confidential nature of this position this person will need to pursue membership at FEFC. The person in this position must submit to Faith Evangelical Free Church's Constitution and Bi-laws.

Details:

This position is a part time position that will be required to work 4 days a week, Monday through Thursday from 9-2. This person may be required to work additional hours for special activities upon recommendation from the Sr. Pastor. Arrangements for adjustments in hours, days off and other related items shall be discussed and approved by the Sr. Pastor.

How to Apply:

Please e-mail the position application to fefcpastormatt@gmail.com or send to the Church at:

705 N. Madison St. Stanley Wi. 54768 Attn. Pastor Matt

For any questions please contact Pastor Matt by mail or phone 715-644-8300