



# *Emanuel United Church of Christ*

304 E. Adams Street  
Jackson, MO 63755  
573-243-3323  
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www.euccjackson.org

**Job Title:** Church Office Assistant

**Responsible to:** Church Membership

**Reports to:** Pastor

## **Objective**

The office assistant is primarily to assist the administrative assistant and pastor in assuring the smooth running of the office and church.

## **Responsibilities**

### Office

- Print children's bulletins.
- Shred old documents.
- Keep church permanent records updated.
- Assist with mailing of newsletters.
- Prepare certificates for new members, baptisms, weddings, and confirmation.
- Retrieve and process mail.
- Assist administrative assistant as needed.
- Attend to the needs of the office in the absence of the administrative assistant.

### Maintenance

- Stock bathrooms.
- Stock janitor closet.
- Empty trash cans.
- Order supplies.
- Water plants.
- Do various errands as needed.

### Sanctuary

- Prepare sanctuary for worship.
- Change paraments when appropriate in chapel and sanctuary.
- Restock envelopes and pencils in pews.

Other duties as assigned.

**Terms of Employment**

- Office assistant is a part-time position.
- Salary is reviewed and approved by the EUCC Church Council.
- The office assistant will follow guidelines set by the EUCC Personnel Policies Handbook.
- Office assistant is directly accountable to the pastor for the satisfactory fulfillment of all functions and responsibilities.
- The EUCC Church Council is responsible for conducting yearly evaluations for all staff members. The pastor and Pastoral Relations Committee will be included in the evaluation process of all staff members.