



Emanuel United Church of Christ

304 E. Adams Street
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Job Title: Church Administrative Assistant

Responsible to: Church Membership

Reports to: Pastor

Objective

A church administrative assistant provides comprehensive administrative support to the pastor, managing the day-to-day operations of the church office by handling tasks like answering phone calls, scheduling appointments, maintaining church records, managing the church calendar, preparing correspondence, coordinating events, and ensuring smooth communication between staff, members, and visitors. While performing this job, the administrative assistant will uphold confidentiality and demonstrate a strong commitment to the church's mission and value.

Responsibilities

Reception and Communication

- Answer incoming phone calls and direct inquiries to appropriate staff or council members.
- Greet visitors and provide information about church services and activities.
- Manage email correspondence and distribute messages effectively.

Calendar Management

- Maintain a master church calendar.
- Schedule events, meetings, and appointments for pastor and staff.
- Coordinate room reservations and ensure proper scheduling of church facilities.

Church Records and Membership

- Update and maintain accurate church membership records including contact information in the church database.
- Administer gift and memorial acknowledgements.

Administrative tasks

- Prepare and distribute church bulletins, including announcement and worship information.
- Compose and send letters, emails, and other correspondence as needed.
- Manage office supplies and equipment, ensuring proper maintenance.
- Coordinate mail distribution.
- Prepare and distribute monthly newsletter.
- Prepare and distribute the church's Annual Report and Annual Church Conference Report.
- Maintain copyright database.

Responsibilities (continued)

Event Support

- Assist church committees, as needed, in planning and coordinating church events, including registration, communications, and logistics.
- Prepare event materials such as flyers, invitations, and registration forms.

Financial Support

- Work with church treasurer and financial secretary as needed.
- Hold all financial information with confidentiality.

General Support

- Work with church council as needed.

Other duties as assigned.

Required Skills and Qualifications

The administrative assistant should:

- have excellent organizational and time management skills.
- possess strong communication and interpersonal skills to interact effectively with individuals.
- be proficient in Microsoft Office Suite and church management software.
- be attentive to details and able to maintain accurate records.
- use discretion and be able to handle confidential information.
- be committed to the church's mission and values.

Terms of Employment

- Administrative assistant is a part-time position.
- Salary is reviewed and approved by the EUCC Church Council.
- The administrative assistant will follow guidelines set by the EUCC Personnel Policies Handbook.
- Administrative 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.