**ADMINISTRATIVE ASSISTANT**

**Principle Focus**: To provide administrative and secretarial services to the pastor of Baldwin First United Methodist Church and serve as the communication link between pastor, staff, congregation and the Baldwin community.

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| Accountable to | Pastor and Staff Pastor Parish Relations Committee |
| Supervisor | Pastor |
| Position is | Part-time paid staff |

**Skills Required**

* Excellent communication skills on the phone, by email, and in person
* Attention to detail
* Excellent grammar and writing skills
* Self-starter and finisher
* Able to maintain confidentiality (or should sign a confidentiality statement)
* Good time management and organizational skills
* Secretarial/Administrative skills
* Ability and willingness to work with diverse groups
* Ability and willingness to adapt to technology changes

**Responsibilities/Duties**

1. Meet as needed with the Pastor
2. Communication
	1. Answer phones
	2. Process correspondence
	3. Maintain the church’s master calendar
	4. Receive and assist all who enter the church facility
3. Word Processing
	1. Prepare weekly bulletins and inserts
	2. Prepare monthly newsletter
4. Membership
	1. Process new members and member changes
	2. Baptism forms
	3. Process forms for births, transfers, professions of faith and deaths
5. Miscellaneous
	1. Prepare and mail church contributions to individuals
	2. Process forms for the food pantry
	3. Process community emergency funds
	4. Distribute wedding information
	5. Process flower orders
	6. Notify appropriate persons for service or maintenance (in consultation with Pastor and Trustee)
	7. Maintain key log (distribution, return, etc.)
	8. Process tax exempt forms
	9. Process prayer chain requests
	10. Order supplies
	11. Maintain church files and forms