

**First Washington United Methodist Church**  
**Job Description**  
**August 2025**

**Position Title:** Church Administrative Assistant

**Position Role:** Part-time (18-20 hrs), Lay Employee

**Position Overview and Requirements**

The Church Administrative Assistant is primarily responsible for the weekly operations of the church: by using traditional and digital technology, implementing communication procedures, supporting financial and accounting functions, maintaining accurate records and archival documents, managing the master calendar, and coordinating usage of building and grounds.

The overall goal of this position is to provide support services to the Lead Pastor, Ministry Team Leaders and the congregation as they carry out the mission of the church to “Love God and Love Others”. Therefore, this person must be attentive to the congregation’s needs, hold confidences, be flexible, organized, friendly, and a problem-solver.

An ideal candidate must have inter-personal skills, with proficiency in Microsoft Office (including Word, Excel and Power Point), Google and other cloud platforms. Experience with Canva, Planning Center, website design and social media is a plus.

**Detailed tasks, responsibilities and procedures**

*Communication:*

- Answer the telephone, route or initiate e-mails, and manage digital/voice mail correspondence
- Welcome visitors and answer or refer questions about the church and its programs
- Manage church calendar for scheduling of both church and non-church events
- Coordinate the distribution and proper completion of Building Use/Event Forms
- Prepare letters and labels for mailings, and recruit volunteers to assist as needed
- Keep church website up-to-date with latest activities and church news
- Send weekly correspondence (email) to church attendees to let them know of upcoming activities

*Administrative:*

- Maintain master filing system (following UMC guidelines for record retention)
- Maintain membership rolls; recording new members and baptisms; prepare certificates and transfer letters as needed
- Maintain database of members/attendees, including tracking weekly attendance
- Update Conference on-line statistics weekly
- Provide information about first-time guests, attendance and participation, to pastor and Ministry Leadership Team Chairs
- Provide administrative and secretarial support to the pastor as needed

- Assist pastor and Leadership Team Chairs in preparing Annual Charge Conference reports
- Order office supplies and janitorial supplies, and order postage for office use and mailings
- Serve as the on-site contact with cleaning company (on behalf of the Trustees Team)
- Other tasks as assigned

**Financial:**

- Support the Financial Secretary and Finance Team through data and reports
- Manage payroll system
- Track bills to be paid, and draft checks
- Record expenses, checks and payments in church database
- Maintain purchase order logs and expense reports
  - (The Business Administrator has no check signing authority and serves as a non-voting member of Church Council)
- Coordinate official signature of officers on corporate documents
- Provide necessary documents to the person conducting the annual audit/fund balance report

**Qualifications**

- Committed to the mission and ministries of First Washington UMC
- A follower of Jesus who is growing in faith, preferably demonstrated in church membership at FWUMC or another church
  - *This person does not have to be a member of the church. All Staff are reviewed on job aptitude, work ethic, and communication skills, as well as upholding the staff values of being missionally focused, developing leaders, and growing spiritually.*
- Work collaboratively with Ministry Team Leaders, volunteers, and other staff
- Have skills to interact positively and in a caring manner with diverse groups
- Demonstrate excellent written and verbal skills
- Be proficient in computer skills including Microsoft Office and various proprietary software programs
- Must have organizational skills commensurate with multi-site programs
- Must maintain strict confidentiality

**Hours / Accountability**

- Part-time paid staff
- Position is salaried, not hourly, but is based on approximately 20 hours per week and a work schedule of Monday – Friday 8:00 AM till Noon
- Eligible for four weeks of paid vacation per year
- Position reports to the Lead Pastor and is responsible to the Staff-Parish Relations Team