

Job Description: The Church Administrative Assistant must be a Christian recognizing Jesus Christ as his/her personal Lord and Savior, with the desire to live out that faith each day. Strong interpersonal, relational, and organizational skills are required, along with a working knowledge of computers. The Administrative Assistant must be a team-oriented person seeing themselves as part of the ministry team at First Reformed. He/she must have a personal understanding and dedication to the mission of First Reformed church. He/she must be able to confront interpersonal situations effectively in the spirit of Christian love and guard confidentiality.

**I. Primary Responsibilities:**

**A. Personal Contact**

- Take incoming phone calls and transfer to appropriate people.
- Welcome people as they come to the church on a daily basis and assist them according to their needs.

**B. Communication**

- Prepare and send out bi-weekly prayer email
- Maintain outdoor electronic sign
- Preparation of weekly bulletin. (This includes large print bulletin for the people in the nursing home and shut-ins.)
- Organize and distribute Children's Bulletins.
- Preparation and distribution of Midweek Bulletin.
- Compile and distribution of monthly newsletter.
- Assist with maintenance and upkeep of church website.

**C. Distribution**

- Make copies of church related materials for individual members.
- Summary of Elder's and Consistory meetings into church mailboxes.
- Organize and distribute the packet of material for Consistory meetings one week prior to the meeting. (Elder's Minutes, Consistory Minutes, Team Meeting minutes, Ministry of Visitation report and Financial Reports.)
- Put Words of Hope booklets in bulletin racks.
- Stuff mailboxes with articles of information.
- Prepare Nomination Ballots for elder and deacon and place in mailboxes. A membership list is distributed with the ballots.

**D. Organization**

- Compile valet parking assistant, video, and projectionist schedule.
- Manage requests to use church facility (weddings, family, gatherings, graduations, etc.) by informing the Executive Team.
- Compile and distribute schedules for Consistory, Music, P.A., Greeters, Nursery Schedules, and delivery of church bulletins
- Order office supplies and contact appropriate people for maintenance of office equipment.
- Place a copy of Elder's and Consistory Minutes and Financial Report in the Consistory Information Book.

- Organize and distribute yearend report for the church. This includes statistics and financial reports.
- Annual denomination reports are filled out and sent to the appropriate place.
- Keep church membership list up to date.
- A church directory (names, addresses, phone numbers, e-mail addresses) should be compiled and distributed in between the publishing of the Pictorial Directories which are done every five years.

## II. **Accountability And Annual Review:**

- The Church Administrative Assistant will attend weekly staff meetings as scheduled by the pastor.
- The Church Administrative Assistant will report to the Senior Pastor for day-to-day oversight.
- The Church Administrative Assistant is to be reviewed annually by the Senior Pastor and the Elders of the Executive Committee.

## III. **Compensation and Hours:**

- The Administrative Assistant shall be entitled to one week of paid replacement vacation for the first year of service and two weeks of paid replacement from year two on. This vacation time cannot be accumulated over a period of years, but should be taken on a year to year basis. When the Administrative Assistant takes vacation or unpaid days off, he/she is responsible for finding an able replacement.
- The Administrative Assistant shall receive four days of paid replacement for family sick leave each year. The unused days can be accumulated up to a maximum of two weeks.
- The Administrative Assistant will be paid an hourly wage based on experience.
- The average work week will be 30 hours. This includes office hours of:  
     9:00 A.M. – 12:00 P.M / 1:00 P.M. – 3:00 P.M. (Monday – Thursday)  
     8:00 A.M. – 10:00 A.M. (Friday)