



**FIRST PRESBYTERIAN CHURCH**  
— HIM WE PROCLAIM —

ADMINISTRATIVE ASSISTANT

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**Job Description**

The Administrative Assistant helps meet the administrative and operational needs of First Presbyterian Church.

**Position Requirements**

- A vibrant, living relationship with Jesus.
- A servant attitude toward families and staff.
- Strong administrative, organizational, planning skills and experience.
- Relational skills necessary to recruit and sustain ministry volunteers.
- A commitment to keep information in confidence

**Specific Responsibilities**

**1. Church-wide Publicity and Distribution**

- Print Sunday Bulletins: Type, print, fold, and email to the congregation. The Administrative Assistant should type at least 60 words/minute.
- Print Special Programs (e.g., Maundy Thursday, on site Funeral Programs, Wedding Programs upon request).
- Prepare Bulletin Inserts (e.g., special events, officer nominations)

**2. Meeting Facilitation and Reception during business hours**

- Provide building access and direct visitors to appropriate personnel during business hours, Monday–Friday.
- Reserve and coordinate spaces for Committee meetings (to avoid conflicts)

**3. Assisting the Pastors**

- Make copies for teaching and classes on site for Pastors.
- Distribute appropriate emails and lists.
- Coordinate and Prepare Funeral Arrangements
- Schedule counseling appointments or meetings as requested.

- Assist regularly in some ministry (e.g., Children's, Missions, Tech) as led by the church staff.

#### **4. Administration**

- Employee and Volunteer Background Checks
- Track Time Off
- Create and Maintain Personnel Files
- 1099s for non-employees
- Onboarding (or offboarding) of employees

#### **5. Assisting the Session and other Officers/Leaders**

- Send officers list of prayer/ministry needs weekly.
- Inform Shepherding Elder of needs for shepherding calls or visits, as well as notify of absences when such information becomes available.
- Produce a weekly list of visitors and distribute it to officers.
- Convey Session correspondence when authorized to do so by the Clerk of Session.
- Notify appropriate church officers of any legal matter presented.
- Notify Pastors, Elders by email (Birth, Death, Hospital needs, Baptism).
- Schedule Baptisms on Church calendar.
  - Schedule parents to meet with a Pastor.
  - Prepare a packet of information for them to review during the meeting.
  - Notify the elders of the baptism the Friday before the baptism.
  - Prepare a baptismal certificate or insert.
- Maintain copies of any Policy Documents.
- Update church directory (and the Planning Center app) regularly based on Session Minutes.
- Run reports as needed from the Church Management System (Directories; Mailing Labels; Special groups (youth, children)).
- Provide Administrative support for the New Members Class
- Facility requests (Check calendar for conflicts; convey to authorizing party).

#### **6. Special Events, Meetings, and Conferences**

- Cater in meals for special meetings.
- Print materials for Annual Missions Conference.
- Order supplies for VBS; Assist during VBS by making copies, directing people, etc.

#### **7. Correspondence**

- Keep Master Church Calendar.
  - Get dates from staff, school, standing committees.
- Liaison with Somerset Riverside (calendar/planning)
- Maintain Greeter Schedule; Send out reminders.
- Send any kind of special announcements to the congregation.
- Monthly review website and communicate needed updates.

- Post church events to social media.

#### **8. Maintaining Church Office**

- Stock, purchase, and dispense office supplies and related accessories for the optimum effectiveness of the church office.
- Keep all office machines running smoothly, place all service calls.
- Keep Church Management System updated (Planning Center): Visitors; New Members; Births; Baptism; Death; Merge married people to create new families.

**9. Other Duties:** this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

#### **Benefits**

- Salary + Benefits will be determined based upon candidate's skills and previous experience.
- 25 personal days (vacation/sick)
- Tuition for any approved skills-enhancing classes.

**Accountability:** While under the daily supervision of the Sr. Pastor, the Administrative Assistant is accountable to the Session, who will appraise his/her performance of these and other duties as needed, after hearing the recommendation of the Sr. Pastor.

To inquire, please contact Pastor Barry, [david@fpcstaff.com](mailto:david@fpcstaff.com)