

**Village Seven Presbyterian Church**  
**Job Description**

**Job Title: Administrative Specialist, Database Integrity**

**Purpose:** This position is a ministry of helps and service that provides administrative support for membership and database integrity for Village Seven Presbyterian Church.

**Department:** Administrative

**Reports To:** Administrative Pastor

**Pay Type:**  Hourly  Salaried

**Time Required:** 20 hours per week

**Eligible for Overtime:**  Yes  No

If no, check type of exemption:  Professional  Executive  Administrative  Ministerial

**Supervisory Position:**  Yes  No

If yes, check type:  Employees # \_\_\_\_\_  Contract Wkrs # \_\_\_\_\_  Volunteers # \_\_\_\_\_

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**Job Titles Supervised** (if applicable):

**Works closely with:** Outreach and Engagement Director, Administrative Pastor

**Duties and Responsibilities:**

A. Membership:

- a. Maintain the church membership records (electronic and paper)
- b. Produce absentee and other membership reports
- c. Handle all membership correspondence (absentee follow-up, transfers, etc.)
- d. Complete membership statistics for PCA annual report
- e. Provide byFaith magazine with quarterly updates to mailing list
- f. Make phone calls as needed

B. Baptism:

- a. Coordinate and schedule with pastor and elder
- b. Process and mail certificate of Baptism

C. Database/Church Management Software:

- a. Learn and master Database/Church Management Software
- b. Oversee entering data (visitors, updates, etc.)
- c. Produce reports as requested
- d. Assist staff in producing reports
- e. Assist staff in troubleshooting issues with Database/Church Management Software
- f. Advise staff of Database/Church Management Software procedures, processes, and updates
- g. Perform database clean up (status codes, duplicates, etc.)

D. General Responsibilities:

- a. Coordinate vacations with other specialists and the Administrative Pastor so that the office is not understaffed
- b. Attend weekly staff prayer meetings and monthly administrative staff meetings
- c. Perform other duties as assigned

**Minimum Requirements:**

**Faith:** This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission and agrees with our Statement of Faith. There is no other background that can substitute for this requirement.

**Education:** High school diploma or the equivalent; a Bachelor's Degree is preferred. Other background may be substituted for this requirement providing it demonstrates suitable experience, knowledge and skills.

**Experience:** Must have a minimum of two years administrative assistant experience and/or formal secretarial training and a passion for communities and a desire to work in a ministry setting. Must have excellent computer skills (along with general secretarial skills in typing [80+ wpm], computer desktop publishing, spreadsheets, and database), and basic bookkeeping skills (competent to handle monies for specific events), filing, scheduling, organizing and well-developed telephone skills. Must especially enjoy working with people, but also be able to work alone. The primary goal of an assistant's life, and therefore this job, is to glorify God and enjoy Him forever. Other background may be substituted for this requirement providing it demonstrates suitable experience, knowledge and skills.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Knowledge of and experience in using Word, Excel, church management software, etc.
- Ability to keep confidences and protect confidential information reliably
- Training courses in specific software applications (Microsoft Office, etc.)
- Excellent proofreading and editing skills

**Physical, Mental, and Emotional Requirements of this Position Include:**

<b>WORKING ENVIRONMENT:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)			X
DRIVING	X		
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<b>MOVING HEAVY ITEMS:</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
LIFTING/LOWERING	over 20 lbs	10 - 20 lbs	under 10 lbs
REACHING FORWARD	over 20 lbs	10 - 20 lbs	under 10 lbs
PUSHING/PUSHING	over 20 lbs	10 - 20 lbs	under 10 lbs
CARRYING	over 20 lbs	10 - 20 lbs	under 10 lbs
<b>MENTAL DEMANDS</b>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA		X	
MAKING QUICK DECISIONS		X	

<b>SENSORY CAPABILITIES</b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<b>TRAVEL:</b>			
Local	X		
National	X		
International	X		
<b>REPETITIVE MOVEMENTS:</b>			
(please list) Use of computer and mouse.			X
<b>OPERATING MACHINERY:</b>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<b>EMOTIONAL DEMANDS</b>			
CALM IN STRESSFUL SITUATIONS		X	
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

**Pay and Benefits:** The hourly rate range for this limited-time position (up to 20 hours per week) is \$13.65 to \$19.00. No benefits are provided to limited-time workers.

**Evaluation:** This position is evaluated annually by the Administrative Pastor written report is prepared of this evaluation and signed by the Administrative Specialist, Database Integrity and the Administrative Pastor. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Employee’s Affirmation:**

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 I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

**Employee’s Printed Name:** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This document was last reviewed on November 16, 2022.