Position Description – ADMINISTRATIVE ASSISTANT
Anchor Park United Methodist Church

“Whatever you do, do it from the heart for the Lord and not for people. You know that you will receive an inheritance as a reward. You serve the Lord Christ.” ~Colossians 3:23-24 CEB

“Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.”
~Matthew 25:40 NRSV

Position Title: ADMINISTRATIVE ASSISTANT (AA)

Ministry Purpose: The AA is responsible for providing administrative support to the pastor and staff of Anchor Park United Methodist Church. The AA is supervised by the Pastor whom consults with the Staff Parish Relations Committee (SPRC).

Qualifications: The AA has excellent welcoming and communicating skills and is able to receive direction, multi-task, and work as part of a team as well as at times be self-directed. This person desires to help and serve others while being able to maintain strict confidentiality. It is preferred that the AA has earned at least a two-year degree or similar training and education, and possesses knowledge and competency in Microsoft Office, database software, 10-key and other standard office equipment.

Serving Relationships: The AA serves under the direction and supervision of the Pastor, and provides support to staff members of Anchor Park. The AA welcomes, helps, and serves staff, members, and guests of Anchor Park UMC.

Primary Areas of Service: Service responsibilities will be in two general areas: Welcoming and Clerical:

Welcoming:
The AA is responsible for cheerfully greeting office visitors and those who call by phone, responding to email, taking detailed messages, checking voicemail, and being visible and available to help people with questions during office hours.

Clerical:
The AA must be an effective communicator. The AA will communicate will be the primary point of communication between the local church and bookkeeper. The AA will also help to communicate events and celebrations of the local church through social media. AA serves as the church's “membership secretary” as per the guidelines of ¶258.1, 234, 235, and 242 of the United Methodist Book of Discipline and as such is responsible for maintaining membership and baptism records. The AA is responsible for maintaining, and communicating the facility schedule. The AA is responsible for the production of the weekly worship bulletin and all inserts, as well as the monthly newsletter. The AA provides clerical and administrative support for all office and program staff, with other administrative duties as assigned.

Expectations: The AA is a part time, hourly position, approved for up to 20 hours of work per week (Monday – Thursday 9a-2p). Any overtime or hours over 20 hours in a workweek must be pre-approved in writing by the Pastor. The AA is expected to model behavior that is congruent with the profession of being a disciple of Jesus Christ. This person will be kind and courteous when dealing with all persons who use the facilities. Please send resumes to: marc.e.tunstall@gmail.com General inquiries may be directed to: pastordoughandlong@gmail.com

Last Revised 7 May 2017