



ADMINISTRATIVE ASSISTANT

Ministry Job Description
ARDMORE BAPTIST CHURCH
Winston-Salem, North Carolina

Ministry Description:

The Administrative Assistant serves the entire church as administrative coordinator of the church office and is part of the ministry support team. As primary assistant to the Pastor and Associate Pastor this person is responsible for the area of pastoral ministry. This person also serves as the primary receptionist and coordinator of office volunteers.

Primary Ministry Area: Faith Formation: Adult; Administration and Support

Nature of Position: Regular, full-time, non-exempt, 35 hours per week.

Responsibilities:

1. **STAFF SUPPORT:** Serves as assistant to the Pastor and Associate Pastor. The related areas of pastoral ministry include hospital and homebound visitation, deacon ministry, ordinances, weddings, and funerals.
2. **PRAYER LIST:** Updates and maintains ministry information for publications: hospital list, prayer list, and crisis information. Advises staff, deacons, Bereavement Committee, Sunday Bible Study classes, and others of illnesses, hospitalizations, and deaths and contacts appropriate groups for ministry.
3. **PUBLICATIONS:** Responsible for new member information and member “milestone” information.
4. **ORDINANCES:** Notifies candidates and teams of ordinances (Baptism and Communion) and prepares appropriate correspondence and certificates.
5. **WEDDINGS:** Maintains and confers with families concerning policies and procedures for weddings - makes appropriate arrangements.
6. **OFFICE:** Serves as RECEPTIONIST to all visitors to the church office and coordinates office volunteers. First in order for answering and routing phone calls and taking messages.
7. **CHURCH CALENDAR:** Maintains the Master Calendar for the church:
 - a. continually updating the calendar, providing updates (including requests) for staff meetings to facilitate coordination of events and prevent conflicts,
 - b. securing necessary information and set-up forms for all events using church facilities (by phone, mail, and/or individual appointment with contact person),

- c. dispersing information and set-up sheets to appropriate staff,
 - d. maintain online church calendar.
8. MEMBERSHIP RECORDS: Maintains the membership information on computer.
 - a. keeping information up-to-date and correct,
 - b. processing additions and deletions to church membership,
 - c. processing new member information and preparing new member kits.
 - d. preparing membership information for church clerk: new members, transfers, and deaths.
 - e. processing church directories as necessary.
 9. DEACONS: Clerical Support for the Deacon Council including: Deacon roster, Deacon-of-the-Week schedule, letter, and monthly reminders; processing the minutes, agenda, and other items for maintaining deacon notebooks; and preparing ballots for deacon elections.
 10. ADULT BIBLE STUDY: Maintain rosters, attendance and curriculum for adult bible study classes.
 11. BACKGROUND CHECKS: Initiate, document, and maintain background checks for staff and volunteers.
 12. CLERICAL SUPPORT: Assist search committees as needed
 13. PUBLICATIONS: Proofs all publications.
 14. COPIER: Schedules service and maintenance of the downstairs copier.
 15. KEYS: Maintains the Key Registry.
 16. PEPSI: Contacts Pepsi when problems arise with machine.
 17. ATTEND regular staff meetings.
 18. TEAMWORK: Coordinates work and shares backup duties with other assistants.

Qualifications:

- Excellent phone skills and ability to interact effectively with church members;
- Ability to handle confidential information in a professional manner;
- Proficient in Microsoft Office products with strong Word skills;
- Proven ability to quickly learn new software as needed;
- Knowledge of Networks with ability to do basic troubleshooting;
- Exceptional organizational skills;
- Attention to detail; and ability to work in a team environment.

Reports to: Church Administrator

Signed: _____