

Pastoral Assistant Position Description
Evangelical United Church of Christ
Webster Groves, Missouri
July 2009

Reporting and Working Relationships:

- ✓ **Reports to Pastor and collaborates with lay leaders and church staff to ensure the continued success of our ministry.**

Primary Purpose:

- ✓ Provide administrative support for the programs of Evangelical United Church of Christ (EUCC).
- ✓ Support and assist in the development of lay leadership at EUCC.
- ✓ Ensure payments and financial reporting is completed timely and accurately.
- ✓ Maintain facility and supplies.
- ✓ Participate as a member of the staff team at EUCC.
- ✓ Respect the diversity and history of the United Church of Christ (UCC) and its people.
- ✓ Grow in personal faith, understanding of UCC theology, and professional development.
- ✓ Respect the diversity and history of the United Church of Christ (UCC) and its people.

Scope:

Provides administrative support to the Pastor, and Director of Music. Coordinates and provides assistance for church programs, finances, activities, reports, and communications for a congregation of 400-450 members.

Ensures office is open and operating from 9 a.m. to 3:00 p.m., Monday through Friday. Performs financial responsibilities during the evenings and weekends. May work additional hours during seasonal activities and events. Responds to last-minute requests on a regular basis.

Tasks and Responsibilities

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| Communication Hub | <ul style="list-style-type: none">✓ Provides primary leadership for communications among the staff and members of EUCC through written newsletters, website updates, e-mails, letters, and postcards.✓ Responds to and directs incoming telephone calls to appropriate staff members.✓ Acts as liaison between staff, outside groups, and congregational members.✓ Communicates regularly with the Financial Team and Fiscal Committee.✓ Communicates events and programming through News and Notes, Sunday Bulletins, and Bulletin Boards on a regular basis.✓ Proofs and prints the Sunday bulletin and in house publications (invitations, pictorial, letterhead, postcard reminders, sign-up sheets, and Advent book).✓ Maintain information racks in Narthex and hallway. |
| Database Management | <ul style="list-style-type: none">✓ Maintains membership database via Church Windows by inputting information on new members, friends, potential members and keeping member information up-to-date.✓ Tracks visitor and member attendance in the membership database.✓ Maintains Church School Attendance and Offering Records. Updates Church School Roster in Church Windows. |

- Facilities Management
 - ✓ Troubleshoots systems (phone, printers, servers, and applications), determines upgrades, and involves technical experts when necessary.
 - ✓ Coordinates the building schedule and use (inclusive of church calendar and keys).
 - ✓ Supervises the work performed by the cleaning service.
 - ✓ Provides maintenance updates and problems to the Facilities Team.
 - ✓ Coordinates semi-annual review by St. Louis Heating and Air Systems.

- Finance
 - ✓ Writes, signs checks in addition to Financial Leader's signature for bills after ensuring approval from staff and council.
 - ✓ Inputs income and expense information into the contribution database via Church Windows.
 - ✓ Generates giving statements and year-end contribution reports for congregational members from the contribution database.

- Maintain Records
 - ✓ Ensures safe church policies and procedures are followed. Keeps 'safe person forms up-to-date and ensures teachers sign each year.
 - ✓ Maintains minutes from Governing Body and congregational meetings.

- Purchasing
 - ✓ New member certificates, prepares new member packets, and coordinates the signing of the new member book.
 - ✓ Giving envelopes, certificates (New Member, Baptism, Confirmation)
 - ✓ Supplies for worship, new members, fellowship, Church School, and facilities.
 - ✓ Building supplies (paper towels, toilet paper, soap, and trash bags).

- Project Management
 - ✓ Provides administrative support to the Pastor by coordinating all administrative details allowing the Pastor to concentrate on leading, teaching and caring for the congregation.
 - ✓ Leads the coordination with volunteers for planning congregational events as needed.
 - ✓ Identifies and supports ministry circles to perform ongoing tasks for the successful operation of [church] programs.
 - ✓ Communicates with People Team to identify volunteer assets and opportunities, contacts referrals from the People Team, and provides an orientation to new team members.

- Team Member
 - ✓ Meets with Governing Body as requested.
 - ✓ Serves as an active staff member of EUCC, participates in staff meetings, and accepts responsibilities as assigned.
 - ✓ Supports staff with the recruitment, empowerment, and coordination of volunteers for tasks
 - ✓ Performs additional, ad hoc responsibilities as requested.

Knowledge, Skills and Abilities:

- ✓ Knowledge of how a church operates through experience serving as a member of a committee, council, and/or staff.
- ✓ Experience as an office administrator in order to multi-task all of the administrative details in an office environment.
- ✓ Proficient working on Microsoft Word, Excel, and Publisher.
- ✓ Basic knowledge of accounting.
- ✓ Strong oral and written communication skills are essential.
- ✓ Ability to be adaptable and flexible, to be resilient and tolerate stress, to remain patient.
- ✓ Ability to learn and analyze.
- ✓ Ability to make decisions and use good judgment.
- ✓ Ability to manage many details simultaneously.