

Centenary United Methodist Church Position Description

- Title: Administrative Assistant/Office Manager
- Accountable to: Senior Pastor/Staff-Pastor Parish Relations Committee
- Purpose: The Administrative Assistant/Office Manager shall provide overall Administrative, secretarial, and reception support to the Church Office, Pastors, Church staff, and Church members.
- Environment: Centenary United Methodist Church is an urban place of worship located in the downtown Richmond corridor offering members of Centenary and the downtown community an open, warm, and engaging place to seek guidance and assistance with life obstacles, as well as celebrating the diversity and spirit of the downtown community.
- Knowledge, Skills, Abilities, and Other Traits:
- Knowledge of office environment, including but not limited to office management, working with personnel files, managing people as well as large amounts of information.
 - Skills include use of WordPerfect for Windows, Word, Outlook Express, and financial software, both in-house and online.
 - Abilities include being a congenial proxy by phone or in-office visit for the church when church members, community members, and visitors call to make inquiries about Centenary and what it offers to them and to the community. Abilities also include managing and coordinating large amounts of information related to weddings, funerals, baptisms, and other church ceremonies, as well as special events that are held at Centenary.
 - This position requires the incumbent to show initiative, assertiveness, patience, and compassion. Due to the nature of Centenary's unique location in urban Richmond, the incumbent must possess these qualities in order to meet and exceed the expectations of this truly unique position in the church body.

Responsibilities:

- Office Management
 - Inventories and purchases office supplies; coordinates contacts with vendors, supplier purchases, and service companies in order to obtain the best price for quality in purchases and contracted services. Keeps inventory of working as well as deficient office equipment and makes recommendations for updating or replacement of faulty equipment.
 - Trains and coordinates volunteers and staff for various tasks relating to the church office, including: the computer system, the phone system, and church office protocol.
 - Maintains personnel files and ensuring they are kept in a secure location.
 - Coordinates communication between the church staff and the senior accountant on issues including, but not limited to leave status.
 - Handles incoming and outgoing church mail.

- Administrative (Reception, Coordination, Financial)
 - Types and distributes minutes, reports of meetings, program materials and correspondence.
 - Prepares the majority of church reports in coordination with the Senior Pastor, the Senior Accountant and appropriate church leaders. These reports include, but are not limited to Charge Conference and Annual Reports.
 - Prepares informational mailings for visitors and prospective members in coordination with Senior Pastor.
 - Coordinates decoration of bulletin boards with members.
 - Refers prayer requests to pastors, as well as keeping pastors apprised of members who are sick, hospitalized or shut-in. Notifies pastors when there is a death or a birth in the congregation.
 - Directs all phone calls or personal visitations to the correct member of the church personnel.
 - Gives the Sunday pew card information to the ministers. Types the visitors' information that is written on the Sunday fellowship pads and gives the document to the Senior Minister. Files a copy of the document in a 3-ring binder in the Administrative Assistant's office.
 - Distributes the prayer list.
 - Is responsible for creating, printing, and distributing bulletins and monthly newsletters.

- Handles checks received during the week and makes copies for the Senior Accountant as necessary; signs checks and arranges for co-signatures; cuts checks and performs other financial duties in the absence of the Senior Accountant; maintains the records and oversees the distribution of petty cash funds; distributes payments for casual labor based on documentation provide by the Facilities Manager.
- Administrative (Ceremonies)
 - Records weddings on church calendar in coordination with the Senior Pastor, Director of Music/Organist, Arts Committee Chairperson and Wedding Committee Chairperson; prepares wedding certificates; types wedding bulletins when requested; obtains wedding logistics and details from Centenary Wedding Coordinator and the bride; gives the information to the Facilities manager two weeks prior to the wedding date.