

Church Administrative Assistant Job Description

Position Description

The Church Administrative Assistant (CAA) to the Senior Pastor is a team-member of the support ministry staff of Saint Mark United Methodist Church. The CAA will aid the Senior Pastor in her/his ministry in the areas of church administration, operational procedures, and scheduling. The CAA will champion the cause of helping people feel connected and personally valued by the Senior Pastor. The CAA is expected to contribute to the overall team spirit of the staff through prayer support, fellowship, encouragement, cooperation, and other appropriate ways, as they serve the Lord Jesus Christ, the Church, and the Senior Pastor.

Essential Duties and Responsibilities - Church Administrative Assistant

- Assist Pastor with clerical, administrative work and other duties as required.
- Per instructions from Pastor, meet with bereaved families to finalize burial contracts, collect payments for cemetery plots, provide a receipt of sale and a Certificate of Property for Greenville County. Order footstones for graves and notify when they come in to be placed on graves. Maintain a spreadsheet of the cemetery plots and document where deceased are or be located.
- Receive and distribute incoming statements and invoices; prepare them for the Treasurer to make payments.
- Attend meetings as required by Pastor to provide clerical support.
- Assist the Pastor with Charge Conference Form and Tables 1, 2, & 3.

Required and Preferred Knowledge, Skills and Abilities

- Must maintain a high level of confidentiality.
- Prefer knowledge of Church Pro software.
- Prefer knowledge of Zoom meeting platform.
- Must be able to work at a fast pace and stick to weekly deadlines.
- Must be a self-starter with an innovative approach to administration and a keen eye for detail.
- Must be committed to the church's mission and message.
- Must be courteous and tactful with parishioners, especially in times of grief and crises in their lives.
- Must exercise exceptional judgment in dealing with sensitive and personal issues.
- Must be comfortable working with technology, able to maintain the website and work with general data processing duties.
- Must be able to communicate effectively both verbally and in writing.

Education and Experience

- High school diploma or GED equivalent required.
- Associate's degree or Bachelor's degree recommended.
- At least two years clerical or administrative experience is recommended.

Schedule

- **20 hours a week / Monday - Thursday**

Salary

- **\$16/hr.**

Application Process

To apply for this position, please submit an electronic copy of your resume in *.doc or *.pdf, including your contact information to:

the911.fire@gmail.com