

**First Christian Church (Disciples of Christ)  
Georgetown, Kentucky**

**Job Description: Administrative Assistant**

The Administrative Assistant is regarded as the initiator for his/her areas of responsibility and is primarily the administrative assistant for the Senior Minister. As needed, the Administrative Assistant will also provide clerical assistance for other Associate Ministers and Committees with the approval of the Senior Minister.

The Administrative Assistant works under the general direction and supervision of the Senior Minister. Work hours are typically from 9:00 a.m. until 4:30 p.m., Monday through Friday; however, the hours may be modified to cover special needs and events. There is a 1-hour unpaid lunch each day. The workweek is 32.5 hours per week.

**Primary Duties and Responsibilities:**

**Clerical Support**

- Assist Senior Minister, Minister of Education, committee chairpersons in correspondence, sending meeting notices, and paperwork helpful in carrying out duties of each.
- In cooperation with clergy staff, prepare and mail the KEYNOTER, our congregation's newsletter, monthly.
- In cooperation with clergy staff, prepare bulletins for Sunday worship services and for any special worship services.
- Keep roll books, computer data base, and mailing list up to date, births, deaths, transfers, baptisms, address changes, and new member's information.
- Keep record of memorial gifts. Send letter to families of one being honored and also to donor, acknowledging gift, as directed.
- Prepare and post Elder and Deacon list prior to first Sunday of each month, as well as the greeter list. These are to be published monthly in the KEYNOTER. Notify Board and Cabinet members of meetings by e-mail or mailing postcards to each Board and Cabinet member.
- Type letters as required from the Senior Minister or Stewardship Chairperson to accompany reports.
- Change the meetings on the bulletin board outside the church, as directed.
- Order paper and other office supplies as needed.
- Maintain a list of Sunday worship visitors.
- Prepare a list of shut-ins for communion to the homebound and give to Communion Attendant.
- Update the web site on a regular basis.
- Prepare PowerPoint Presentations on occasion as needed by the Senior Minister.

**Financial Support**

- Record the weekly offering deposit.
- Record any additional giving presented outside the Sunday offering. This could be regular offering given during the week, special gifts, special offerings, etc. that need to be recorded in the computer program as well as their Giving Record Card.
- Reconcile all bank accounts.
- Work directly with Treasurer in the receiving and paying of any bills, invoices, and purchase requests from all budget and non-budget items.

- Update all budget accounts throughout the year as approved expenditures are conducted.
- Produce the following monthly reports for Chair and Vice Chair of the Board, Ministers, Treasurer, Stewardship Chair, and Congregation.
  - Monthly Income and Expense Report
  - YTD Income and Expense Report
  - Detail Line Item Monthly and Expense Report
- Produce the membership report for the Keynoter and Congregation including:
  - Monthly Income and Expense Report
  - YTD Income and Expense Report
- Work in conjunction with the Treasurer in producing the Treasurer's report.
- Maintain and file necessary tax forms for individual church employees.
- Deducts and sends tax payments and deductions to the appropriate federal or state office.
- Post weekly attendance and giving figures in the log book and on the board at the College Street entrance.
- Maintain historical files of church financial data.
- Provide information to the Kentucky regional office
- Produce special budgetary reports for committees as needed.
- Oversees use of credit cards: distributes and keeps a record of who has the credit cards (e.g., Visa, Kroger, Wal-Mart, and Sams Club)
- Perform other duties as directed or deemed necessary.

The Administrative Assistant shall work under the direction of the Senior Minister.

It is to be recognized that one of the purposes of a job description is to fairly represent the scope of the responsibilities agreed upon by the church and Administrative Assistant. At the same time, the document should not be so limiting as to deny initiative and flexibility to either party.

### **General Qualifications**

1. High school education and two years of relevant work experience.
2. Knowledge of Microsoft Office Suite, especially Word and Excel, and web editing software.
3. Ability to work with minimum direction.
4. Maintains confidentiality in all church matters.
5. Ability to implement tasks and demonstrate follow-through of said tasks.
6. Ability to type appropriate business correspondence and proven typing skills.
7. Shows initiative and is a self-starter. Shows a willingness to learn.
8. Is punctual, reliable, and organized.
9. Works well with others and has excellent interpersonal communications skills.