

## **POSITION DESCRIPTION** (05/17/2017)

### **OFFICE ADMINSTRATOR First Presbyterian Church Red Wing, MN**

**PURPOSE:** To provide secretarial and administrative services for the First Presbyterian Church of Red Wing, Minnesota.

#### **RESPONSIBILITIES:**

1. To perform the function of administrative assistant to the pastor(s) and church, including all keyboarding, filing, routine correspondence, maintenance of calendar, addresses, etc.
2. To be responsible for production of materials by computer and copier as well as oversee the usage of machines by others.
3. To maintain church calendars and church permanent records in conjunction with the Clerk of Session.
4. To perform secretarial work for church committees and organizations as directed by the pastor(s), as head(s) of staff, or when asked by various committee chairs or committee members.
5. To be responsible for the ordering of office, janitorial, and church supplies, as needed.
6. To prepare weekly church bulletins, monthly newsletters, special bulletins, annual reports, announcements, letters to the congregation, monthly Session packets, etc. for distribution and file all copies appropriately.
7. Send out weekly email on last day of work week.
8. To maintain, produce, and distribute the church directory when required.
9. To send out weekly Fellowship letter reminding members when they will be hosts.
10. Update and maintain church database software, including church membership status, addresses, phone numbers, group, and committee membership status and church school year for all members, friends, and children.
11. To generate reports, lists, and labels for stewardship, newsletter, directory, or various other items that may come up using database.
12. To make sure copies of various items such as prayer cards or usher count slips, etc. are well supplied.

13. Update and maintain church website calendar along with the pastor(s) on a monthly basis.
14. To notify the Republican Eagle of any upcoming events, changes in worship times, etc.
15. To take care of any building use requests, getting the forms to requestor(s), placing returned filled out forms to the Building and Grounds chairperson, placing notice on all calendars of upcoming events, filing the paperwork upon its return from Building & Grounds Committee chair, making sure any funds paid be given to the treasurer.
16. To answer all calls, transfer to the appropriate party, if necessary, answer questions, or find out the answer and call back with the information, place requests, or notices via phone on calendar(s).
17. Check for flowers in sanctuary each Monday as well as check for any leftover bulletins.
18. Place requests for janitorial services in custodian's mailbox or text him a special request due to an upcoming funeral, etc.
19. To maintain monthly Food Shelf poster and announcement in bulletins and newsletter.
20. To MAINTAIN CONFIDENTIALITY of personal things you may be told or overhear in order to protect and respect members, staff, and/or friends of the church.
21. Other duties as they evolve.

**RELATIONSHIPS:** The office administrator is accountable to the pastor(s) as head(s) of staff.

**EVALUATION:** Performance reviews will be conducted by the pastor(s) and the Session Intra-Church Committee. The Session Intra-Church Committee will annually review the adequacy of compensation.

**HOURS:** **24 hours per week, over 4 days in the office** excluding lunch break of 30 min. (if taken).

**Vacation** – 4 hours per month are accrued to be used after one year of service.

**Official holidays for FPCRW:**

New Year's Day	Martin Luther King, Jr. Day
President's Day	Good Friday
Memorial Day	Independence Day (July 4 <sup>th</sup> )
Labor Day	Thanksgiving Day
Christmas Eve Day	Christmas Day

(Please note, if a holiday falls on a day that you typically do not work, you will NOT be paid for that day.)

**Sick days** – please refer to personnel policy manual