

Job Description for new Office job

Westminster United Presbyterian Church

Purpose: To provide administrative support to Pastor, Session, committees, and church programs and to facilitate communication between these bodies and the congregation

Accountability: Accountable to the Session through the Personnel Committee and the Pastor

Responsibilities:

To oversee the administration of the church office

1. Be available to the pastor as much as possible to respond to reasonable requests
2. Prepare bulletin and/or audio-visual materials for worship in consultation with the pastor and worship committee.
3. Receive and transmit telephone calls, email, and written correspondence to the proper persons, boards, and organizations.
4. Operate and arrange for upkeep of all office equipment
5. Maintain current knowledge of the church's computer and software. Input information as needed.
6. Handle the ordering of supplies used in support of the ministry (such as flowers, office supplies, etc.)

To provide administrative support, as requested by the Session or the Clerk of Session, in maintaining church records including official church membership records, church directory information, Session minutes and other official church files.

To develop communication tools to meet the needs of the congregation.

- a. Regularly communicate with the pastor, Session, committees, and church program leaders and use appropriate communication tools to report information, schedules, opportunities, etc. to the congregation.
- b. Regularly update the information on the church website
- c. Assist with uploading videos, photos, and other relevant information to social media.
- d. Provide regular email updates to congregation members and others and develop tools to communicate update information to those without internet access.
- e. Utilize social media (i.e., Facebook, You Tube, Instagram, etc.) to promote congregational opportunities for worship, mission, and ministry.

Relationships:

Relates to the Personnel Committee for general direction. Works in close partnership with the Pastor.

Evaluation:

The Session Personnel Committee will conduct performance reviews annually and will review the position description and the adequacy of compensation annually.