

Church Administrative Assistant

Point Loma Community Presbyterian Church

Our Vision

Loving Everyone to LIFE With Everything we Have

Our Mission

*Through authentic community we seek to Experience Jesus,
Journey into Deeper Faith, Strengthen the Church, and Transform our World.*

Our Values

We are a Good Home. We are Inter-Generational. We inspire Engagement.

MAJOR PURPOSE AND SCOPE

The Church Administrative Assistant is responsible for assisting the Senior Pastor in a variety of tasks, as well as, maintaining basic church office functions.

JOB DESCRIPTION

Responsibilities include, but are not limited to the following areas:

- Produce weekly Sunday bulletins for all three of our distinct services (Sanctuary, Online and Café)
- Recruit volunteers and support the monthly mailing of our Spire newsletter, as well as other seasonal offerings
- Produce materials/food for classes, elder/deacon trainings, and retreats as needed
- Distribute Sunday worship liturgy each week in elder participants
- Engage with families/individuals as the first point of contact for memorials and coordinating, with guidance from one of the Pastors, all bulletins, musicians, a/v tech, and set-up requests
- Meet with grieving families to coordinate all aspects of memorial receptions
- Maintain and print Memorial Planning Guide on behalf of the Worship Committee of Session
- Coordinate baptisms with all parties involved. Prepare baptism certificates. Produce letters to certify previous baptisms on historic records.
- Work with the chair of the Nominating Committee to prepare, send letters and keep track of nominations for elders and deacons (June through October)
- Prepare materials, recruit elders, and be present to support *Discover our Community* classes (new members) offered 3x a year. Gather and organize new member information for publication.
- Operate as the primary office coordinator, ordering office supplies when needed, and maintaining office machines
- Recruit and train front desk volunteers
- Prepare and score Taylor-Johnson assessments for pastoral marital and pre-marital counseling sessions
- Serve as an information resource to pastors, staff, elders, members, and visitors
- Update and maintain the office information kiosk, Sanctuary narthex, Tower doors, Chapel narthex and FLC information wall, in collaboration with the Communications Coordinator
- Assure the front office is free from clutter, maintaining the sanctity and dignity of the space

- Provide names (weekly) of those needing a special touch from the church to the deacons for flower delivery and card writing—maintaining a consistent report to the Pastors and Care Coordinator. Create note cards for flower deliveries.
- Update Simple Church database as needed
- Work with the Clerk of Session to maintain up-to-date membership roles
- Answer the general office phone when volunteers are not available.
- Coordinate adding leaves to the Tree of Life in the Family Life Center.
- Organize and order name badges for the congregation.
- Supply weekly and monthly attendance forms to the ushers.
- Send monthly birthday cards to membership.

Accountability and Evaluation

1. Reports directly to Senior Pastor
2. Required to attend weekly staff meetings (currently Tuesdays from 1:15 pm-3 pm)
3. Performance and terms of employment are reviewed by the Senior Pastor after the first 90 days and annually thereafter.

Qualifications

1. Has a vital commitment to Christ and spiritual growth
2. Maintains a positive professional demeanor
3. Comfortable working with all ages, with a special sensitivity to those who are grieving
4. Technical skills in computer use, to include but not limited to; Word, Excel, Power Point, MailChimp, Simple Church and communication through social media, text, email, etc.
5. Skilled in writing and editing
6. Organized, flexible and creative
7. Detailed and dependable with good communication skills
8. College degree in any field or equivalent work experience

POSITION SPECIFICS

- Reports to: Senior Pastor
- Classification: Non-exempt, 20 hours per week. This is a part-time hourly position.
- Office Hours: Monday-Thursday (4 hours a day, flexible but consistent); Friday: 9-1 pm
- Pay Rate: \$18-\$20 per hour
- Employment is contingent upon a satisfactory completion of a background check (including an investigation with the State and Federal authorities regarding any history of criminal activity), and personal and professional references.