

PARK PRESBYTERIAN CHURCH

201 N. Vermillion Street

Streator, Illinois 61364

POSITION: Administrative Assistant

MAJOR GOAL: To provide administrative and clerical assistance to the Pastor, Clerk of Session, Deacon and Committee Chairpersons in order to facilitate communication between the congregation and church leadership.

KEY RESULT AREA #1: Provide Support for the Pastor

Supporting Goal #1: Create and maintain a welcoming and warm reception for members, visitors, walk-ins, and those using the church facilities

1. Maintain uncluttered work area
2. Appropriate dress and attitude to reflect Christian charity and patience with all who have business at the church
3. Welcoming phone manners

Supporting Goal #2: Provide first contact for pastor

1. Answer and route calls appropriately; receive and distribute complete messages
2. Provide a welcoming environment to visitors
3. Take complete messages and make simple referrals when possible before routing an inquiry to the Pastor
4. Direct all pastoral care concerns to the Pastor
5. Confidentially is to be kept at all times

Supporting Goal #3: Provide professional clerical support for the Pastor

1. Type and distribute all letters, memos, articles and bulletins without punctuation and spelling errors
2. All publications shall be proofread for accuracy of date/time, content and grammar
3. In consultation with the Pastor, maintain and update the church website
4. Maintain files as directed by Pastor
5. Maintain and update appropriate master lists on computer of church committees, church directory, mailing lists, etc.

6. Maintain professional office standards; limit phone use to church related conversations, limit visits with church members to appropriate length, limit personal visits, use of copier for personal reason is done **only** if arrangements have been made with the Pastor and done on own time
7. Continue to gain knowledge of computer and programs used to support position responsibilities
8. Maintain and update all office supplies/equipment as needed
9. Review computer needs, update programs as required, and contact appropriate persons if maintenance is needed.
10. Keep answering machine up to date
11. Keep an up to date "substitute" file so anyone coming to fill in will know what to do
12. Any other duties as needed

KEY RESULT AREA #2: Provide support for the Clerk of Session, Deacon, and Committee Chair persons

1. In conversation with Pastor and committee chairpersons, maintain a master church calendar of events and building usage
2. Assist in record searches when requested by Pastor, Clerk, or committee chair
3. File and distribute all certificates, i.e. baptism, confirmation marriage etc.
4. If time allows perform special projects as requested by committee chairs
5. Attend monthly staff meeting
6. The administrative assistant is an ex-officio member of the Building Usage Committee. Responsibilities include but are not limited to: getting events on the calendar, coordinating set ups with the custodian, and bringing any issues that may arise to the Building Usage Committee
7. Collect end of the year reports from committees, the Pastor, financial secretary , and treasure and compile the Annual Report for the 1st Biannual meeting and distribution to the congregation
8. Any other duties as needed

KEY RESULT AREA #3: Facilitate communication between congregation and Church Leadership

1. In consultation with Pastor, choir director and organist, produce weekly bulletins and power point presentation for all worship services. In the event of planned absences, these need to be completed before leaving.
2. Include activities, as directed, in bulletin, newsletter and on website
3. In consultation with Pastor change information on the outdoor sign weekly
4. Post information as needed on church bulletin board
5. Any other duties as needed

