

First United Methodist Church of Pine Mountain  
Job Description for:  
**Church Secretary / Administrative Assistant**

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**General Description of Responsibilities:** The Administrative Assistant will have oversight and responsibility of all office work as described below. While the work of accounting and payroll is not included, he/she should become capable of assisting in those areas. Further, he/she will be required to follow the church's Employee Policy and Practices.

**Supervision and Reporting:** The Administration Assistant will report directly to the Pastor. He/she will oversee the function and work of office volunteers.

**Work Schedule:** The work schedule of the Administrative Assistant shall be Monday-Thursday from 8:30am-1:30pm, except as directed on few occasions. Some flexibility is required due to the seasons of the Church. The work hours will be expected to average about 20 hours per week.

**Requirements and Qualifications:** The Administrative Assistant shall have an energetic and creative spirit, excellent organizational skills, and an ability to work effectively with volunteers and church leadership.

Education required is a minimum of high school education, with advanced training and experience in Microsoft Office programs, computer skills, and typing skills. Also, required is experience in church office or administrative functions.

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**General office functions (performed or directed)**

- a. Greet and direct all people coming to office, when volunteers are not in or already busy
- b. Answer incoming phone calls and redirect, when volunteers are not in or already busy
- c. Handle all inbound and outbound mail – daily pickup and distribution
- d. Receive any communication – emails, mail, phone calls, etc.- and distribute appropriately
- e. See that all office equipment is maintained

**Administrative Duties**

- a. Assist and support with secretarial functions for the Senior Pastor, staff and teams/committees
- b. Administer benevolence funds by the policy, and as directed by the Pastor
- c. Prepare, print and distribute weekly worship bulletin and inserts
- d. Assure accurate filing, the preparation, and distribution of meeting notes.
- e. Maintain church calendar of activity, events, meetings and building use requirements
- f. Help coordinate other events, including: Funerals, Weddings, Receptions, and Special events
- g. Assure accurate and timely church records – Sunday school data, Church membership data
- h. Complete special projects as directed by pastor and in cooperation with church leaders

**Shared Duties with Accounting Secretary – as needed in schedule variances**

- a. Help maintain records and log for all Facilities Keys and approval forms
- b. Help maintain petty cash fund, and assure properly approved use of petty cash, with receipts

**Email and Website Duties**

- a. Maintain website and social media presence, with timely updates and postings
- b. Prepare and distribute weekly emails on a timely and accurate basis

**UMC Conference/District Duties**

- a. Maintain and file all North Georgia UMC Conference information on weekly "Vital Signs"
- b. Prepare and assemble annual Charge Conference package under the direction of the Pastor.

**Perform other duties as deemed necessary, or as directed by the Pastor.**