

Covenant Presbyterian Church
“Learning God’s Love. Living God’s Love.”
Church Administrative Assistant (9/25/2024)

Reports to: Church Administrator

Status: 28 hours/week, M-Th, non-exempt

Compensation: \$22-25 hourly, based on experience

Position Summary

Serve as first contact for visitors and callers to Covenant church, and execute a wide variety of secretarial and administrative functions that support the church’s ministries.

Essential Functions

1. Staff the office front desk. Greet visitors, answer the church phone. Assist visitors and callers as needed.
2. Maintain membership records, including prayer request and hospitalization lists. Process and disseminate this information as directed by the Church Administrator.
3. Proofread Sunday bulletins, Connections, Caravan and other key documents.
4. On Thursdays, prepare for the weekend by printing bulletins and the prayer list, readying the Welcome Center, placing roses in the sanctuary as needed, and checking in with the Church Administrator, Maintenance Assistant and Custodian regarding room set-up and maintenance needs.
5. Maintain the church calendar and the online office manual. Share the calendar with staff regularly to ensure building operations run efficiently.
6. Process facility use requests, with particular attention to requests and setup needs from outside groups. Communicate with staff regularly re use and needs. Be familiar with policies and charges for building use.
7. Respond to requests for emergency personal financial assistance, consistent with church policies and assistance limits.
8. Open and sort incoming USPS mail and monitor the church’s central email address, info@covenantmadison.org. Disseminate mail and messages promptly, with special attention to incoming invoices.

9. Each working day, unlock the front door when the church opens and engage Axis Video Monitoring. At closing time, lock the front door and disengage Axis.
10. Assist the Clerk of Session as needed in preparation for Session meetings.
11. Coordinate with the Church Administrator on the purchase of office and other supplies.
12. Effectively use the church's core software programs, including Breeze and Constant Contact.
13. Track Memorial Fund receipts and process them in coordination with the Financial Coordinator.
14. Assist as needed with weddings, funerals, and special services as able.
15. In conjunction with the Church Administrator, process Columbarium requests and purchases as needed.
16. Serve as administrative assistant as needed to pastors and program staff.

Other Responsibilities

1. Attend staff meetings, retreats, and training sessions as able.
2. Seek continuous improvement through in-service training and other opportunities.
3. Cover functions of the Church Administrator as needed when the administrator is out of the office.
4. Inform the Sunday morning resource person of any special need for their involvement.
5. Maintain confidentiality.
6. Perform other duties as assigned by the Church Administrator.

Qualifications

1. A desire to learn and grow in a faith community.
2. At least two years of secretarial or administrative experience preferred.
3. Post-secondary study in administrative or secretarial skills.
4. Excellent interpersonal communication skills, including a pleasant, engaging demeanor that will make visitors feel warmly welcomed at Covenant and that will make church members feel comfortable and cared for when sharing concerns.
5. Strong keyboarding and other computer use skills. Proficiency with Microsoft 365, Constant Contact, and other such programs.
6. Strong editing and proofreading skills.

7. Ability to consistently meet deadlines, often under time pressure.

Physical Requirements

1. Ability to proficiently use a computer, telephone, and other related equipment.
2. Ability to move freely throughout the church building as needed.
3. Ability to access a car for occasional church errands and other outside assignments.
4. Availability to work occasionally on Sunday as part of a flexible work week.
5. Ability occasionally to lift office items weighing up to 20 pounds, such as boxes of paper and computer components.