

LFM Church

Administrative Assistant General Job Description:

The Administrative Assistant supports the church staff, church committees, ministry teams, and congregation for administrative functions so that our purpose *to love God, love people, and make disciples* can be carried out effectively.

1. Organizational Relationship

- Reports directly to the lead Pastor.
- Works closely with the lead pastor and designated church staff members as part of a team to further the vision and mission of LFM.
- Is responsive to and supportive of church administrative, and ministry teams.

2. Overall Functions, Duties and Responsibilities

- Answers the phone or ensures that a trained volunteer answers the phone and takes/relays messages. Monitors voicemail. Oversees the operation of the phone system to ensure a professional presence on the telephone at all times.
- Edit and post Sunday sermons on the church website. (Mondays).
- Opening and distributing snail, and e-mail.
- Perform regular updates to web pages and other social media.
- Report weekly church metrics to the East Michigan Conference.
- Updates LFM outside sign.
- Gathers, edits, prepares information for all worship bulletins; ensures that they are printed, assembled, and made available for worship services. Creates special inserts / flyers as requested for use as invitations to Christmas, Easter, etc.
- Prepares / oversees preparation of slides for worship services, including order of service and announcements. Ensures accuracy of content, proofs, assists with aesthetic design.
- Maintains the church database including membership lists and counts, lay leadership team membership lists, and attendance records. Maintains vital Statistics and prepares relevant portions for the denominational year-end report.
- Provides basic training for office volunteers.
- Maintains office supplies as requested or needed.
- Responsible to arrange for maintenance and repair of office equipment.

- Maintains the church calendar and responds to requests for facility usage in collaboration with staff and ministry team leaders.
- Maintains facility usage documentation, including usage forms and records of rental payments.
- Assists committees / teams / staff with special projects as requested and as time permits.
- Alerts trustees and/or custodian of needed repairs or maintenance issues reported to office and follows up to assure work is accomplished.
- Other duties as requested by staff.

3. Skills, Qualifications, and Other Requirements

- Proficiency with office equipment.
- Prefer Proficiency with PC and Mac computers, Windows, Word, Excel, Publisher, Email but basic understanding with the willingness and ability to learn is acceptable.
- Proficiency with ProPresenter or other worship presentation software or willingness and ability to learn.
- Ability to type accurately, proofread, edit, and prepare correspondence, newsletter articles, bulletin articles, signage, brochures, and other printed materials.
- Ability to maintain absolute confidentiality.
- Ability to contribute to a positive, friendly, welcoming working environment.
- Ability to maintain electronic and paper files in good order.
- A lifestyle in harmony with “The Christian Journey” section of the Book of Discipline of the Free Methodist Church.

20 hours weekly