

Harundale Presbyterian Church

POSITION TITLE: Administrative Assistant

FSLA STATUS: Exempt/Part-time Salary at \$20/per hour at 20 hours per week

Salaried: \$20,800.00/annually

I. Objective

The Administrative Assistant is responsible for performing all functions connected with the administration of the office of Harundale Presbyterian Church, serves in a supportive and helpful role to the clergy and boards of the Church, advises the clergy on administrative details and maintains confidentiality in dealing with private church matters.

II. Accountability

The Administrative Assistant is accountable to the Pastor as Head of Staff and Personnel Committee.

III. Responsibilities

1. Greet visitors, callers and emailers to the office with joyful enthusiasm, respect, and Christian love, providing helpful information and relaying any necessary information received to the appropriate party. Provide the pastor with information about all pastoral care needs as quickly as possible after they are received. Act as a buffer for the pastor(s) when there is a request not to be disturbed.
2. Coordinate and work with office volunteers in a respectful and efficient manner.
3. Keep church records, ensuring that baptisms, deaths, marriages, ordinations, membership, Session and committee minutes, and member contact information are accurate and up to date. In consultation with committee elders' clean files annually. Competently use SeverantKeeper, the current member software program, and be able to present to the pastor(s) and Elders statistical information upon request.
4. Generate first time visitor, memorial fund, and other letters as needed.
5. Attend meetings per Pastor's request, follow up on identified action items as needed.
6. Work with the pastor to generate and produce weekly worship bulletins, worship slides, as well as bulletins for weddings, funerals, and the newsletter emailed to members.
7. Work with Session, Committees, the pastor, and other outside groups of the church to ensure that information is shared with the church members and community in a timely and efficient manner
8. Maintain office computers, machinery, and supplies, ensuring all machines are working properly and associated support teams within the church when they are not. Order office supplies as needed.
9. Answer the phone and the door during working hours (Monday- Friday). Respond to calls and inquiries appropriately, share information as needed with others.
10. Maintain the church calendar, working with committees, other staff, outside groups, etc. to ensure that facility requests, once approved through the appropriate process determined by Session, are added on the master church calendar. Schedule HVAC temperature as needed for scheduled groups.
11. Be a responsible steward of the church property, working with the Trustees. Informing Trustees of any problems within and on church property. Assist them with scheduling contractors around scheduled events on the church calendar.

12. Open to other duties as assigned, per clergy's request, attend meetings identify follow-up items and follow through accordingly
13. Ability to update the HPC Website and Facebook page with content and generate the slides for the various worship services. Training to be provided by the IT committee.

IV. Characteristics and qualifications needed

1. Commitment to the mission of Jesus Christ and Harundale Presbyterian Church.
2. Submit to and pass Baltimore Presbytery Background check.
3. Ability to exercise discretion in all confidential matters confidential pertaining to the congregation, staff, volunteers and finances. Discussions and details of a sensitive nature shall not be divulged except as authorized.
4. Demonstrate and strive for excellence in his or her work.
5. A welcoming, outgoing, and helpful personality.
6. A strong working knowledge of Microsoft Word, Publisher, PowerPoint, and Excel. A knowledge of or willingness to learn Google Drive, Google Docs, Servant Keeper and Canva.
7. Ability to organize, set priorities and work at more than one task at the same time.
8. Flexibility and patience to deal with interruptions and changes of routine.
9. Ability to keep confidential information that will be shared during the course of routine work.
10. A positive attitude and a willingness to interact with others with grace, kindness and patience as this is, at times, the first contact that some have with church.
11. A general knowledge of the ministries and programs of Harundale Presbyterian Church.

V. Hours, Leave, and Compensation

1. Part time: 20 hours per week.
2. A valid Form W-4 must be submitted to the church. The church will withhold both income and social security taxes.
3. Sick Leave: Employees accrue 1 day of paid sick leave per 160 hours worked, until the maximum of 20 hours is reached. Unused days may be carried over from year to year. Absence in excess of three days must be accompanied by verification by a physician. When a salaried employee leaves the position s/he is entitled to ½ his/her daily pay for each accrued sick day.
4. Bereavement: When a death occurs in the immediate family of an employee, the employee shall be entitled to three paid days of leave for bereavement. When unusual circumstances exist, the Head of Staff may authorize a longer period of bereavement not to exceed five days leave with full salary. Immediate family constitutes spouses, children, parents, parents-in-law, grandparents and siblings. The leave of absence begins at the employee's discretion.
5. Vacation: Granted 2 weeks paid vacation. Any vacation time remaining at the end of the calendar year does not roll over to the next year.
6. There will be a 90-working day probationary period.

I hereby agree and understand the responsibilities as outlined in this document.

Signature

Date