



Bethel United Methodist Church

6903 Blantyre Rd. Warrenton VA 20187

(540) 347-4874

"Living Our Faith, Sharing God's Love"

Position Description

Administrative Assistant

Benefit Status: Part Time, Hourly Wage

Hours: Sixteen hours per week, 4 hours per day Monday – Thursday

FLSA Status: Exempt

Supervisor: Pastor

Work Location: Church Office (Davis House)

Duties

Communication

1. Receives telephone calls and e-mails and addresses them appropriately; makes telephone calls and sends emails
2. Checks the church website for emails and takes action as indicated
3. Receives documents and packages via USPS, FedEx, etc., and routes them appropriately; prepares and sends/ships documents/packages
4. Retrieves, handles and routes documents and other items from the church cubbies
5. Maintains the readiness of and uses the One Call automated telephone, e-mail and text alert system

Scheduling and Coordination

1. E-mails prayer requests, announcements, meeting reminders and other activity reminders
2. Maintains the calendar of worship services, committee meetings, group events, small group gatherings and other events on bethelumc.com and in hardcopy backup
3. Notifies church committees of matters related to their areas of responsibility
4. Establishes and maintains a system for the use of facility spaces by church members
5. Receives Facility Use Applications from outside groups and notifies church individuals, committees or others accordingly
6. As directed, provides support at meetings and conferences
7. Uses ScreeningOne to conduct timely, web-based background checks for Safe Sanctuary-trained volunteers

Record Keeping

1. Maintains church telephone and email contact lists
2. Updates the VAUMC Unity Web database by entering attendance, Vimeo views, giving, membership changes and other data
3. Maintains membership rolls and, as needed, sends out yearly membership letters to update membership
4. Establishes and maintains filing systems for electronic and hardcopy records

Document Preparation

1. Weekly, in concert with the Pastor, prepares the Sunday worship PowerPoint presentation
2. Weekly, gathers content then prepares the bulletin, prayer list, announcements and inserts for the worship service and makes copies for distribution
3. Monthly, gathers content then prepares the Bethel Beacon newsletter and distributes it by e-mail

4. Yearly, gathers content then prepares and distributes updated electronic and hardcopy formats of the church directory
5. Yearly, prepares documents and makes copies for the Charge Conference
6. As directed, prepares flyers, brochures or materials
7. As directed, drafts other emails and documents

Office Management

1. Maintains sufficient inventory of office supplies and other items for the Church Office
2. Establishes and maintains the Church Office in an organized condition
3. As directed, orders and distributes supplies and materials for uses outside of the Church Office

Assisting with Tasks

1. Takes the initiative to assist with tasks within the Administrative Assistant's scope of work
2. As directed, provides administrative support to other staff, committees and church members that may be outside routine responsibilities
3. As directed, performs other duties as assigned

Required Qualifications

1. At least two years' experience providing admin assistant support to an office, managing office communications, maintaining records and other commensurate duties, including answering phones, scheduling, managing calendars, preparing documents and maintaining office supplies
2. Ability to use Microsoft Office, especially Word, Excel and PowerPoint as well as photocopiers and other common office equipment
3. Has effective written and verbal communication skills
4. Is skilled in organizing and managing time
5. Ability to walk outdoors on the church campus from one facility to another
6. Ability to lift 15 lbs., e.g., paper reams or other material

Preferred Qualifications

1. Strong Christian values and a passion for service
2. Two or more years' experience working in a church office or other Christian workplace setting, preferably a United Methodist Church
3. Technically savvy and willing to learn to use new software (e.g., Breeze church management software)