

Community Congregational Church of Elburn
Ministry Assistant

Job Description

Job Title: Ministry Assistant
Classification: Part-Time, On-site
Hours per week: 20
Administrative Supervision by: Pastor

General Description

The Ministry Assistant is the point person for online and digital communication for Community Congregational Church of Elburn (CCCE) managing our external and internal communications as well as providing administrative support to the pastor and the congregation on behalf of its ministries.

The Ministry Assistant is an important part of the overall ministry of CCCE; therefore, a demonstrated commitment to the Christian faith as well as general compatibility with the United Church of Christ tradition is required.

Given the sensitive nature of information handled in this role, strict confidentiality is required and expected.

Core Responsibilities

1. Digital Communication:

- Maintains the church online calendar.
- In conjunction with the pastor and other church members, designs and publishes Thursday e-Announcements and other communication needs as they arise.
- Maintains church's Facebook and Instagram accounts.
- Monitors church's Facebook comments and passes on prayer concerns, etc., to appropriate persons.
- Updates website at least weekly with current information.

2. Provides administrative support to the pastor and the ministries of the congregation:

- Acts as a receptionist, providing a presence of hospitality by greeting people who come into the office and by answering phones, directing calls and networking requests.
- Opens and closes the church building for regular church office hours.
- Recruits and manages office volunteers.
- Receives and disseminates mail daily.
- Gives priority to the secretarial work requested by the pastor.
- Under the direction of the pastor, designs and produces worship bulletins, bulletin inserts, mailings and special projects.

- Coordinates bulk mailings and maintains postal account.
- Compiles statistics on weekly worship attendance.
- Prepares baptism, membership and marriage certificates.
- Prepares Church Council reports.
- Manages and orders office supplies, postage, etc.
- Ensures the proper function of office equipment.
- Interfaces, coordinates and schedules outside groups using the church building.
- Works with Facilities Manager in ensuring heating and air conditioning needs per church calendar.
- Provides administrative support to other staff and committee chairpersons as time allows and in consultation with the Pastor.
- Creates and maintains procedure manual around office duties.
- Makes routine computer back-ups as necessary.
- Handles other related duties as assigned.

3. Outreach/Marketing

- Responsible for creating and implementing (with Pastor/Council approval) an outreach plan to bring new people/families into the congregation.

Core Competencies

1. Computer Skills:

- General knowledge of MS Office (Word, Outlook, Excel) is required.
- Ability to quickly master church-related software such as Constant Contact is necessary.
- Ability to create content for, post in and monitor social media (Facebook, Instagram, etc.) is required.

2. Interpersonal Skills:

- Is flexible in dealing with changing priorities and tasks due to dynamic nature of the environment
- Is comfortable with translating guidance from pastors and executing within short notice
- Values the significance of the support role played in the church's ministry
- Demonstrates a willingness to do whatever is required to accomplish the assigned task when within ethical standards
- Demonstrates ethical standards beyond reproach and maintains necessary confidentiality
- Deals honestly and directly with issues that arise and takes responsibility for his/her own actions
- Provides guidance and support as needed to other office help or volunteers
- Encourages a positive attitude among fellow staff members
- Demonstrates a professionalism in appearance and positive attitude that encourages others
- Is able to provide cogent recommendations to pastors for process improvement

3. Team-Building Skills:

- Is an effective listener who fosters a feeling of mutual respect among other members of the organization
- Shows a positive attitude that exhibits a sense of accomplishment among the team
- Demonstrates organizational skills that enable collaboration while remaining focused on a mission and purpose for all meetings and projects
- Understands how to effectively delegate tasks to other office help/volunteers and to provide positive and constructive feedback
- Creates an atmosphere of mutual respect and cooperation
- Frequently communicates progress on projects and provides constructive feedback on processes and policies to pastors
- Is seen as a trusted colleague by the pastor in the accomplishment of the church's mission

Other

This work requires familiarity with and ability to use standard office equipment such as telephone, copier, personal computer and standard office software. Walking, sitting, repetitive motions, lifting equipment and moving boxes are required. The work is primarily in a standard office environment with a low to moderate noise level. Occasional travel to local businesses, members' homes and the post office is required.

Work Schedule

This is a part-time, 20-hour a week position (four hours a day, five days a week). Workday is from 9:00am to 1:00pm, Monday - Friday. Alternate work arrangements are by agreement with the Pastor.

Job Type: Part-time

Pay: \$15.00 - \$18.00 per hour