

**ST. MARK'S UNITED METHODIST CHURCH**  
**ADMINISTRATIVE ASSOCIATE**  
**JOB DESCRIPTION**

**Accountable to:** Administrative Services Team Leader

**Purpose:** To serve the church as a team member supporting the identified priorities of St. Mark's by providing a warm welcome to callers and visitors, maintaining the church calendar, assisting the senior pastor by coordinating aspects of worship listed below, and providing general clerical assistance upon request.

**Primary Duties and Responsibilities:**

1. Receive incoming calls/greet and welcome visitors, answer questions and provide information whenever possible. Take complete and accurate messages and route calls/visitors to appropriate staff members.
2. Maintain the church calendar and weekly facilities-use calendar.
3. Coordinate and follow up on room setups with Maintenance Coordinator.
4. Communicate prayer requests and care concerns to appropriate persons/groups, and maintain discretion and confidentiality as needed.
5. Coordinate, train and supervise office volunteers.
6. Be trained in and provide back-up for production of the bi-weekly Messenger.
7. Prepare and submit the Administrative Office budget each year, as directed by the Finance Committee, and monitor that budget throughout the year.
8. Attend regular staff meetings.
9. Negotiate purchases and oversee functions of office machines.
10. Assist the Senior Pastor in the coordination of worship by:
  - a. Meeting weekly to discuss coordination of worship.
  - b. Administering worshipplanning.com software.
  - c. Meeting regularly with the Worship Committee chairperson to discuss worship needs.
  - d. Providing oversight to those who coordinate worship leadership: communion servers, liturgists, ushers, acolytes, greeters.
  - e. Creating and publishing weekly bulletins, and bulletins for all special services, including the selection of graphics and coordinating announcements.
  - f. As directed, coordinating the planning of special services, including funerals/memorial services, holiday services and other special services.
  - g. Providing oversight to the smooth operation of Sunday and other services.
  - h. With the Worship Committee, providing coordination of training events for ushers and other worship leaders.
  - i. Coordinating the recruitment of additional worship volunteers.
  - j. At the direction of the Senior Pastor, research prayers and other liturgy for worship.
  - k. Creation of verbal announcement/care concern cards for pastors.

**Physical requirements:**

1. Light work requirement, with frequent (1/3 to 2/3 of the time) bending/stooping, carrying/lifting, handling, hearing, keyboarding, kneeling/crouching, reaching, rotating, seeing, sitting, standing, talking, video display terminals, walking.
2. Occasional (up to 1/3 of the time) climbing, feeling, pushing/pulling, stairs/steps.

**Environmental Conditions:** Work is predominately inside and generally provides protection from weather conditions but not necessarily from temperature changes. Multiple hours spent working from computer.

**Qualifications:** This position requires an intermediate to advanced level of communications and administrative skills, typically associated with a minimum of 3-5 years of administrative and clerical experience. Proficiency in office and graphics software systems is necessary (including Adobe Creative Suite and/or Microsoft Publisher). Ideal candidate will be people-focused and work well as a productive part of a team.

Position is 40 hours per week and eligible for benefits.

**Application Deadline:**

**Please submit a cover letter and resume to [info@umcstmarks.org](mailto:info@umcstmarks.org) no later than Monday, April 30, end of business day.**