|  |  |
| --- | --- |
| **FORT COLLINS FIRST UNITED METHODIST CHURCH**  1005 Stover Street, Ft. Collins, Colorado  (970) 482-2436 www.fcfumc.net | |
| **JOB TITLE:**  Administrative and Communications Assistant | **SUPERVISOR:**  Director of Communications and Lead Pastor |
| **Work Schedule/Hours/Pay**  30 hours/week; 9:00 am to 4:00 p.m., Monday – Friday  1-hour unpaid lunch daily (12 noon – 1 p.m.); occasional other days and hours as necessary  $17.51 per hour | |
| **PRIMARY RESPONSIBILITIES**   * Provide administrative and clerical support to the appointed pastors as needed and requested by them. * Produce Sunday Worship and Seasonal Worship Bulletins. * Produce the monthly church newsletter, the Carillon. * Recruit, motivate and manage office volunteers, assigning duties and offering oversight. * Ensure that general office support is provided to all ministries of the church. * Work with the technology team (ATRC) and the Board of Trustees regarding the maintenance of all office equipment and software. * Keep sufficient quantities of office supplies on hand and order when low. * Support the work of the Director of Communications. * Attend weekly staff meetings on Tuesday morning. * Other duties necessary to ensure the smooth operation of the church, its pastors, staff, and ministries. * Assist Accountant with financial duties and tasks as needed.   A comprehensive inventory of all duties and responsibilities, qualifications, and qualities is as attached. The Employee Handbook will be given and reviewed with the employee during the first week of employment. | |
| **Job Qualifications:**   * Education, training, and experience necessary for the performance of the above responsibilities with excellence. College education a plus, but not required. * A welcoming temperament that sets a tone of grace and professionalism for all who interact with the office. * Organizational and time management skills. * Familiarity with and above average ability to utilize technology effectively. * Ability to work well as part of a team. * Bachelors and/or Associates Degree preferred, High School Diploma Required. | |

**Inventory of all duties and responsibilities, qualifications, and qualities**

Detailed Duties and Responsibilities

* Clergy Support
* Support appointed pastors
* Make appointments, return calls, assist administratively
* Help with funeral, wedding and other communications as requested
* General Office Support
* General receptionist duties
* Attend to persons’ needs at the front office counter
* Provide a church office orientation to new employees
* Handle daily mail – pick up incoming mail, attach postage to outgoing mail, take outgoing mail to mailbox, distribute incoming mail to individuals
* Maintain all church office machines and equipment – ensure they are working optimally, schedule service and maintenance, order supplies as needed
* Manage all church office operation – register all van drivers under the church insurance policy, ensure there is ample supply of blank forms regularly used, filing, and other office operation needs
* Receive flower donation requests and work with the volunteer working on communion table decorations to place the order of flowers or order the flowers requested from a florist
* Record keys received by new employees and receive keys returned by departing employees
* Sunday Worship and Special / Seasonal Worship Services Bulletin Production
* Gather information for Sunday worship bulletins from the Music Director and preaching Pastor.
* Compile announcements submitted by different staff members, committees, and ministries for the weekly announcements.
* Remove announcements that have been in the bulletin for three consecutive Sundays
* On Wednesday afternoons, send a draft of bulletin and announcement sheet to pastors and volunteers to proof read
* Make corrections and coordinate the front cover design with the Director of Communications
* Print and occasionally stuff bulletins with inserts with the help of front office volunteers
* Produce and print large print bulletins with the help of front office volunteers
* Coordinate with Committees for special offerings
* Produce bulletins for special or seasonal services using the same steps as outlined for Sunday worship services
* Upload the Sunday Sermon to our Website on the Monday after it is preached
* Gather information for The Carillon from staff and parishioners, and design each month in consultation with the Director of Communications
* Email final draft of The Carillon to Lead Pastor and Director of Communications for review
* Print the Carillon.
* Coordinate the folding and mailing with the Carillon team and display copies in the church
* Provide a dozen copies of the Carillon at each location – the Welcome Center, outside of the church office, the south and east entrances
* Print more copies of the Carillon when they run low
* Sunday Worship Service Slide Production
* Create Sunday Worship Service slides for all morning services
* Work with pastors, staff, and others to obtain information, videos, sound tracks, and other media for worship slides
* Proof read and have others review the slides to make sure information is correct and make corrections if there are errors
* Upload slides for Sunday worship services to the church Dropbox and onto a USB drive for the Worship Technology Lead
* Volunteer Coordination
* Advertise for and recruit volunteers for church office to help answer phones and provide persons with information requested, help attend to persons’ needs at the front office counter, stuff Sunday and special/seasonal worship bulletins, make large print bulletins, enter Sunday worship attendance into the church database, make daily events and building use sheets to be posted on bulletin boards, and other office help as needed
* Provide training to volunteers
* Schedule volunteers – morning shift: 9 AM – noon and afternoon shift: noon – 3 PM
* Ideally, there would be at least one volunteer for each shift from Monday through Friday
* In the absence of a volunteer or volunteers, the above duties of the volunteer will be completed by the Administrative and Communications Assistant.
* Office Supply Ordering
* Order special seasonal bulletins, printing paper, stationary, printer cartridges and toner, envelopes, letter head, special printing paper, candles for Christmas Eve services, yearly calendar for employees, offering envelopes for pew pockets, office equipment, and all other office supplies ahead of time before supplies run out.
* Scheduling (Calendar and Reservations)
* Have knowledge and able to use the current software program for church scheduling to schedule church and outside events
* Attend Scheduling Meetings once per week, currently on Wednesdays at 9:15 AM, to go over building requests, and all church and outside events
* Arrange and coordinate church and outside events, funerals and weddings – schedule room usage, reception, audio visual technician, custodians, organist, and soloist, design and print funeral programs, and support clergy in any other communications as requested.
* Communicate and make arrangements with staff involved (audio visual technician, Facilities Manager for custodians, Organist for musicians) to work the events before finalizing reservations and update staff involved when there are changes made to the reservations
* Other Job Responsibilities
* Participate in weekly staff meetings
* Work with Supervisor and Lead Pastor to establish effective office dynamics and systems (ex. office policies, procedures, and communication)
* Communicate effectively with and train clergy, staff, church leaders, volunteers on office policies and operations that promote smooth and efficient church office operation
* Schedule substitute coverage to cover everything before applying for vacation time off
* Clean and maintain the supplies in the staff kitchen
* Clean out the staff refrigerator once per month before Holy Communion Sunday

Detailed Qualifications

* Computer literacy – Microsoft office applications, Pro-Presenter, scheduling software, ordering supplies online, and Dropbox
* Good typing skills – minimum 50 words per minute
* Knowledge in volunteer management and retention

Detailed Qualities

* Warm, welcoming presence in the church office with appropriate professionalism in demeanor and attire
* Able to establish and maintain the church office as a place of welcome
* Good organizational skills and follow through on tasks
* Effective time management
* Able to focus and work effectively in an environment where there are distractions from answering phone calls and attending to persons’ needs at the front office counter
* Willingness to work with a people from diverse backgrounds such as pastors, church staff, church leaders, church members and constituents, guests, and community