



JOB TITLE: Administrative Assistant to Intergenerational Ministries

MINISTRY AREA: Intergenerational Ministries

REPORTS TO: Assistant Pastor of Intergenerational Ministries

Prepared By: Interim Administrative Assistant to Executive Director of Administration

PURPOSE OF THE JOB

To support the outreach, further development and growth of each ministry area as well as support the day-to-day operations. To support the program staff in whatever capacity necessary so that they may concentrate on reaching out to intergenerational ministries, both inside our church and outside in the community, so that people learn about Jesus Christ, become believers in Him, develop a personal relationship with Him and become disciples of Christ themselves thereby reaching out to more and more people.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Informational contact person for Intergenerational area for the Congregation
- Administrative support functions include maintaining accurate and current databases for all ministry areas.
- Ensure that all timesheets and timecards are signed and turned in as required by deadlines set forth by Finance Office
- Help ministry team members with turning in mileage reports in a timely manner.
- Design and produce publicity and communication flyers, postcards and posters for programs, events, and fundraisers for all ministry areas.
- Process outgoing mailing and communications for all ministry areas.
- Prepare and review all bills and check requests.
- Gather and turn in all receipts from credit card purchases from department members, observing deadlines for submission of receipts. Check for proper expenditures on tax and tips as well as proper coding of each expense.
- Maintain calendars for Intergenerational ministry areas on the church website, Logos, and within the ministry area
- Produce communications in Intergenerational ministry areas, including eChimes.
- Maintain website, create e-newsletters, mass texts, all forms of promotion for events online and in print.
- Produce semester schedules and other materials as needed for the bulletin.
- Assist in planning, setup and administration of trips and retreats in all ministry areas. This includes:

- Developing a cost projection and cost per person that will cover the cost of the event.
- Submitting to the Business Office all contracts for approval by the Finance Committee.
- Communicating with participants and parents with all information pertaining to the event.
- Ensuring that all payments are submitted, and any required release forms are turned in before the event commences.
- Schedule and administer use of the A & O House by outside groups as directed by the Assistant Pastor of Intergenerational Ministries. Check the house after overnight stays for used towels and washrags. Launder and return any used towels.
- Attend Family Ministries, Student, and Support staff meetings and take minutes
- Review financial accounts with Assistant Pastor to ensure proper accounts are debited/credited for ministries income/expenses.
- Coordinate with committee members as directed by the Assistant Pastor. This includes but is not limited to:
 - Establishing a yearly Committee meeting schedule
 - Developing meeting agendas and meeting packets
 - Ensuring that food is ordered and set up for the lunch meetings.
 - Communicating with Committee members upcoming events and meetings
 - Taking minutes for each meeting and typing up these minutes after meetings
 - Ensuring that most the recent minutes are available for monthly Session meeting packets, including any motions from the Intergenerational Student Ministries Committee
- Maintain and organize the supplies needed within Intergenerational Ministries. This includes all office supplies and snacks, food, and water for weekly A&O meetings.
- Maintain the Student Ministry Process Manual, including goals and visions, and keep updated.
- Fill in wherever needed as directed by the Assistant Pastor
- Perform other tasks as deemed necessary by the Assistant Pastor.

Fiscal Responsibility

- Code the necessary accounts, write check requests.
- Make accurate deposits for any funds received.
- Keep a record of the budget and enter in money spent or received in each account.
- Meet with the Assistant Pastor to discuss the financial reports and then proceed to follow their instructions.
- Keep detailed records of income from fundraisers, including maintaining accurate records of the individual student accounts.
- Submit to Finance Office lists of any funds applied to assist participants with the cost of trips.

KNOWLEDGE AND SKILLS

Required

- Computer software: Microsoft Outlook, Word, Excel, and Publisher; Shelby Systems; Logos Event Scheduling; Planning Center; Wix website editing
- Other office equipment: multi-line phone system; fax machines; copier; postage machine; paper folding machine.
- Good telephone skills and manners
- Background in Business and Marketing not required but advantageous.

ADDITIONAL RESPONSIBILITIES

- Assist members on the phone or in person with whatever they may need.
- Fill in as office support wherever needed and appropriate.
- Annual promotions in Shelby
- Training of other staff in ministry area on the use of the various areas of Shelby
- Assist with the administration of all big events for which the department is responsible. These include:
 - Pumpkin Roundup
 - Mexican Christmas Dinner
 - High School and Alumni ski trips
 - Middle School Retreat
 - Spring Youth Fundraiser
 - High School Senior mission trip
 - Confirmation Class
 - All Church Retreat
 - Hay and Hoedown
 - Senior Banquet
 - Youth Sunday
 - Middle School Summer Camp
 - All Church Summer Fun Family Night
 - Summer A&O Events
 - High School Backpacking Trip
- Be the first line of public contact by phone and in person for the departments.
- Provide information and help to staff, members, children and students.
- Attend functions within the ministries that help maintain contact with the public and congregation.
- Normal office work includes long periods sitting at a desk.
- Walking, some light lifting, operating copy machine, postage machine, and fax machine.

Committee Approved: _____		Date: _____		Position Group: _____	
Part Time: 25-30 hours a week			Background Check Required		
Grade _____	Position Class _____	Exempt: Yes ___ No ___	Security Sensitive: Yes ___ No ___		