



Tipton, Iowa

## Job Description----Administrative Ministries Coordinator

### ***Primary Function:***

Have a desire to glorify God by serving the church and supporting personnel and activities through administrative functions, and by enlisting, coordinating and empowering the coordination of unpaid servant ministers of the church.

### ***Reports to:***

The appointed Pastor and the Staff-Parish Relations Committee (SPRC).

### ***Main Responsibilities:***

- ✚ Identify, schedule, train, empower servant ministries.
- ✚ Prepare and maintain all church correspondence and records.
- ✚ Assist the leadership and pastor in compiling the annual reports.
- ✚ Maintain membership records of the church, as required by The Book Of Discipline of the United Methodist Church.
- ✚ Prepare and publish the weekly worship bulletin(s).
- ✚ Provide a schedule of events, announcements to the newspaper; and special events as requested.
- ✚ Ensure the accuracy of all outgoing communication.
- ✚ Maintain the church calendar, including events, room use, and all contact and related insurance information.
- ✚ Assist in the publication and dissemination of the monthly newsletter in cooperation with the pastor. This may include soliciting information and/or writing articles.
- ✚ Assist with the designing (layout/artwork), typing, and/or printing of written materials.
- ✚ Receive phone calls and visitors and direct the call/individual(s) to the appropriate person or agency.
- ✚ Prepare and deliver reminders of meetings, as directed by the person in charge of each group.
- ✚ Assist the leadership and pastor as necessary in preparing the reports for the charge conference.
- ✚ Manage the petty cash fund.
- ✚ Order, organize and maintain the office equipment/supplies inventory.
- ✚ Participate in staff conferences.
- ✚ Arrange for and ensure replacement coverage for vacation.
- ✚ Coordinate Volunteers.
- ✚ Assist with Benevolence requests as needed.
- ✚ Website and social media maintenance.
- ✚ Any other duties as assigned.

***Qualifications:***

- † Demonstrated command of or aptitude for word processing, publishing, database and spreadsheet software programs, preferably with MS Word, Publisher, Excel, Outlook.
- † Demonstrated command of or aptitude for social media including but not limited to Facebook, Twitter, and the church website
- † Familiar with file types and file conversions.
- † Ability to operate office equipment, including computer and copier.
- † Ability to initiate, organize, maintain timelines and accurately complete projects and tasks in a timely manner.
- † Demonstrate acceptable and pleasant phone skills at all times.
- † Express compassion and empathy for all persons who come to the Church Office.
- † Possess the ability to recognize when Pastoral intervention is needed.
- † Demonstrate a willingness and ability to work in a collegial relationship with people of the church and other staff.
- † Exhibit the ability to maintain confidentiality.

***Essential Functions:***

- † While performing the duties of this job, the employee is frequently required to sit, talk, hear, see, type, reach and perform tasks that require fine finger manipulations.
- † The employee is occasionally required to stand, walk, traverse different levels within a facility, and work in areas of low light, above average temperatures and humidity.
- † Infrequently required to address and make presentations to groups of various sizes and at various levels within the organization.
- † Frequently travel to and from off-site locations, such as parishioners' homes, post office, and other non-church facilities.