

Highlands Presbyterian Church

Position Description

Position Title: Church Office Administrator

Work Hours: Tuesday through Friday, 9:00 a.m. – 12 noon
Total of 12 hours per week

Compensation: \$12,500 / year

Responsible to: Personnel committee, through the Pastor

Responsibilities:

- *Worship Preparation:* Assist the pastor in the preparation of the bulletin for regular and special services of worship, and reproduce the bulletin in sufficient quantities. See that worship, nursery, church school, and coffee hour volunteers are reminded of their responsibilities. Place copy of scripture readings in the pulpit, and put hymn numbers up on the hymn board.
- *Communications:* Respond to our route incoming communications—including mail, e-mail, phone calls. Prepare and send communications (e.g. mass mailings, e-mail announcements, press releases, web and social media postings) related to church functions at the direction of the pastor or others as appropriate. Communicate with service providers at the direction of the pastor or others as appropriate.
- *Office Administration:* Order all supplies needed for the office, using petty cash funds available for this purpose. Maintain church files in the main office.
- *Support:* Provide administrative support to church staff and committees, such as:
 - Recording the information from Welcome Sheets filled out in worship, and drawing the pastor's attention to new visitors or persons expressing particular needs.
 - Compiling and reproducing the annual report in advance of the annual meeting of the congregation.
 - Maintaining the directory of members and friends, and providing updated copies for members to pick up in the fall and the spring.
- Other duties may be assigned at the discretion of the pastor.

Key Skills/Traits: Organization, attention to detail, self starter. Sensitivity and discretion with respect to information provided in confidence. Advanced word processing (i.e. mail merge), e-mail, general comfort with computers and Internet.

Direct inquiries to:

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