

## JOB DESCRIPTION FOR MINISTRY ASSISTANT

**DIVISION:** Non – exempt Administrator Part –time 20 hours per-week  
**DEPT / LOCATION** Huffs Church Office, 540 Conrad Rd, Alburtis, PA 18011  
**POSITION REPORTING TO:** Pastor John Steitz and Huffs Union Church Council

FUNCTIONS	DESCRIPTION OF GOALS AND STANDARDS
Administrative Duties	<ul style="list-style-type: none"> <li>✓ Experienced in Microsoft Office, Facebook, and Web editing.</li> <li>✓ Proofread and edit, bulletins, newsletters correspondence, and reports completed in office.</li> <li>✓ Prepare news releases and announcements in bulletins, newsletters, newspapers, and advertising.</li> <li>✓ Post events on social media.</li> </ul>
Calendar and Agenda Setting	<ul style="list-style-type: none"> <li>✓ Attend Church Council and Executive Committee/Agenda setting meetings with voice, but no vote, to enable coordination of lay leadership and staff, and record minutes of the meetings.</li> <li>✓ Coordinate and maintain the Church events Calendar and keep records of the various forms related to all events.</li> </ul>
Assisting with Organization of Youth Activities	<ul style="list-style-type: none"> <li>✓ Develop a data base of children who participate in Church events. That includes contact info for future events, special needs information, and emergency contacts for each child.</li> <li>✓ Assist with youth events by making reservations for the event, creating signup sheets, collecting permission slips, and organizing eligible,</li> <li>✓ chaperones and drivers.</li> </ul>
Membership and Volunteer Data Base	<ul style="list-style-type: none"> <li>✓ Update membership info when needed. Databases are on-line.</li> <li>✓ Create and maintain an email contact database of members and guests.</li> <li>✓ Manage and record background clearances and child abuse records for volunteers. Also, contact volunteers to obtain updated forms.</li> </ul>
Filing / Office Maintenance	<ul style="list-style-type: none"> <li>✓ Maintain and organize church records, files and legal documents: including membership records, denominational statistics, deeds, bequests, Constitution and Bylaws.</li> <li>✓ Save photos and record church events posted on social media.</li> <li>✓ Assembling a collection of digital music, readings, messages, and prayers for weekly digital services, special services, and on occasion, Sunday School.</li> </ul>

**BASIC QUALIFICATIONS:** High School diploma, and a minimum of two years’ experience in Microsoft Office or similar programs is required. Knowledge of social media required. Knowledge of Web Page maintenance preferred. Required to sit for periods of time, stand and walk, from building to building, on the church campus.

**SKILLS:** Reading, writing, grammar, and mathematic skills. Knowledge of various office machines, visual and auditory skills, ability to work without supervision. Ability to support the doctrines of the congregation. Sensitive and courteous regarding concerns of others, good communications and listening skills, always maintaining absolute confidentiality.

**Evaluation:** There will be a 90-day paid trial period prior to a commitment from Huff’s Church to hiring the candidate for this position. After the hire date, performance appraisals will be carried out annually.