



**First Presbyterian Church Starkville  
Church Administrative Assistant  
Job Announcement  
August 21, 2019**

**Position Summary:** Under the leadership of FPC's ministry staff and officers, and in a mature, Christian, and professional manner, the Church Administrative Assistant:

- (1) Provides faithful and effective office-clerical, administrative, and communications support to FPC's ministry; and
- (2) Helps assure FPC's church office and office communications are welcoming, positive, and in accord with pastoral confidentiality and officers' fiduciary leadership.

**Salaried Position:** This is a salaried position, in which the Church Administrative Assistant will normally be working during all Office Hours and may work such additional time as is reasonably necessary to perform the duties of the position.

**Normal Office Hours:** Monday – Friday, 8:30 a.m. – Noon, 1:00-4:30 p.m.

**Supervision:** Senior Pastor/Head of Staff

**In Addition to the Overall Responsibilities Reflected in the Position Summary – Specific Duties and Tasks for the Position Include, But Are Not Limited to:**

1. Assisting and supporting pastoral ministry of FPC's Sr. Pastor, ministry staff, and officers through office communications, welcoming & assisting members in the office, promptly processing messages to assist a timely ministry response, and providing assistance in a Christian manner.
2. Receiving, screening, routing, and addressing all calls and postal & electronic correspondence coming to the office for FPC or to FPC staff, officers, and members, as well as and drafting correspondence, when requested.

3. Under the leadership of the Church Accountant and Church Treasurer— Assuring the retrieval, receipt, depositing, and initial recording of all incoming funds to FPC, including regular giving.
4. Maintaining, organizing, and administering the office area and church & office records, and ordering and assuring the necessary and cost-effective maintenance of office supplies and equipment.
5. Under the leadership of Senior Pastor— Preparing, proofing, printing, and disbursing weekly bulletins, as well as funeral bulletins.
6. Actively assisting FPC staff, officers, and webmaster to assure that information and outreach on the FPC website and other social media sites (Twitter, Facebook, Instagram, etc.) are updated and effective.
7. Actively assisting FPC staff and officers to assure that FPC's brochures, standard forms, and other printed information and outreach are updated, effective, and adequately disseminated and available.
8. Assisting staff in the preparation of monthly newsletter, and then assuring the printing and dissemination of the newsletter, as well as the website posting.
9. Under the leadership of Senior Pastor and Clerk of Session— Assuring the updated and accurate information in FPC official records and in FPC's electronic databases regarding membership and related rolls, and providing necessary certificates and correspondence (e.g. baptismal certificates, membership transfers, etc.)
10. Providing ongoing support to church staff (by interfacing with our vendors) relating to their computers and any hardware/software purchases that are needed. This includes purchasing or renewing and installing any programs necessary for the church administration.
11. Under the leadership of FPC's ministry staff and officers – Organizing, maintaining, and communicating FPC's church calendar for regularly-scheduled activities, as well as for weddings, baptisms, fellowship and other special ministry events, and for requests by members and non-members for use of church property.
12. Keeping track of and ordering fellowship and custodial supplies.
13. Coordinating volunteer office assistance, when needed.
14. Under the direction of FPC Property Committee representatives – Assisting in the scheduling and direction of routine and emergency maintenance and repair of FPC buildings, equipment, and grounds.

15. Maintaining and updating church mailing lists and e-mail lists.
16. Keeping electronic copies of all submitted Session minutes and other official documents (bulletins, newsletters, financial reports, correspondence, photos, etc.).
17. Providing church historian with any relevant historical data.
18. In communication with Senior Pastor and Personnel Committee -- Preparing and maintaining an Office Procedures and Reference Manual.
19. Preparing ads and articles for area newspapers and other sources, as needed and in consultation with Senior Pastor.
20. Other duties as assigned or necessary such as:
  - Perform background checks on volunteers and employees, support ministry efforts of the Pastor, staff, Session (Elders), and church members. Be available during off-times to answer questions about procedures or property.

#### **Minimum Qualifications**

- Be a disciple of Jesus Christ and strive to continue to grow and mature in their faith and obedience
- Professional office experience
- Be able to schedule work, multitask, and solve problems
- Be a self-starter and able to independently learn how to do things or find resources for help
- Proficient in email, Microsoft Word and Microsoft Excel
- Be able to operate (or learn how to operate) office equipment (computer, printer, copier, postage machine, FAX machine, check scanner, etc.)
- Familiarity with property concerns is a plus
- Organized
- Friendly, trustworthy and proven customer service experience

#### **Preferred Qualifications**

- Personal and Group ministry experience
- Digital Media development and publishing experience
- Computer database management experience
- Property management and maintenance experience
- Experience with contracts and procurement
- Social Media experience

#### **Position Announcement Timeline**

Applications accepted until September 18, 2019 or open until filled.

**Salary Range**

\$28,000 to \$32,000 depending on qualifications and experience. Benefits will be negotiable.

**How to Apply**

Send your resume to:

FPC Personnel Committee  
c/o First Presbyterian Church  
307 University Drive  
Starkville, MS 39759  
info@fpcstarkville.org  
662-323-1994