

**Position Title: Administrative Assistant – Pastoral Staff**  
**FLSA Status: Non-Exempt, 35 hours**  
**Supervisory: No**  
**Reports to: Director of Worship**

### **Summary Description**

The primary purpose of this position is to provide administrative support to the Associate Pastor/Director of Worship for Floris UMC. The Administrative Assistant oversees and manages the office tasks and other administrative duties as directed by the Director of Worship as well as handling administrative tasks in coordination of pastoral care.

### **Duties**

Provides overall administrative support to Director of Worship and Worship department, including but not limited to: schedules and trains volunteers for worship duties, creates the worship order component of the weekly bulletin in Planning Center, provides administrative support for weddings, schedules and attends Worship team meetings, schedules all other meetings pertaining to Worship and works closely with Worship staff to coordinate daily worship functions.

Reconciles Director of Worship's monthly credit card expenditures; coordinates the altar flowers and communion bread schedule, manages Holy Week and Christmas flower dedications and tracks payments for flowers, manages acolyte and Sanctuary Stewards.

Compiles data on weekly worship attendance, analyses data and creates reports pertaining to worship attendance.

Coordinates and schedules pastoral care appointments for Floris UMC pastoral staff.

Works with the Communication Department to create communication requests and plans for Worship team, manages Planning Center and Base Camp for the Worship Team, works closely with the AV department to proofread slides for worship services in ProPresenter.

Organizes and maintains Worship storage space, to include the Sacristy.

Attends all necessary meetings as directed by the Executive Director in order to ensure that when dealing with internal affairs and making day to day management decisions that they are in-line with the Lead Pastor's overall vision.

Performs other duties at the discretion of the Director of Worship and the Executive Director.

### **Qualifications**

BA or equivalent.

Minimum of 3 years' experience working in an office environment.

Ability to operate office computers using word processing and database programs, including all Microsoft Office suite.

Ability to operate office equipment including copiers, folding machine and cutter.

Excellent organizational skills and a high attention to detail. Ability to multi-task and handle multiple situations at once.

High level of confidentiality and good interpersonal skills on phone and in person.

Reliable and committed to work schedule.

Ability to work in a team setting.