**POSITION DESCRIPTION**

**Pastors’ Assistant/Membership Manager**

The Pastors’ Assistant/Membership Manager is responsible for providing administrative support to the Pastor and Associate Pastor; maintaining an up-to-date membership roll; and the maintenance of the Shelby data base. This is a full-time position that reports to the Pastor and Associate Pastor. Details of responsibilities are listed below:

**PASTOR/ASSOCIATE PASTOR ASSISTANT**

1. Assist the Pastor and Associate Pastor in a variety of ways that frees them for the tasks of ministry.

2. Attend to the administrative and development needs of the Pastor and Associate Pastor, e.g., correspondences, special programs/reports, minutes, phone calls, project development, etc.

3. Assist with special projects throughout the year.

**SESSION**

1. Communicate with session members deadlines for agenda consent items
2. Receive Action and Consent Items for session meetings.
3. Prepare monthly agenda with help of senior pastor, and distribute agenda and supporting documents electronically, along with session packet.

**DIACONATE**

1. Attend weekly Pastoral Care meeting providing the updated detailed report. Distribute assignments afterwards.

2. Maintain member(s) on hospital board. Receive monthly schedule from Hospital Visitation Coordinator and email to visitation volunteers.

3. Assist, create, develop, produce, and maintain all materials needed to support the Associate Pastor’s Diaconate responsibilities, e.g, Angel Tree, Jubilee, Fellowship Luncheons, Habitat Build, Funeral Receptions, Thanksgiving Baskets, Shelter Meals, Manna on Meridian, etc.

4. Create and provide Deacon Notebooks for the new class of Deacons; and provide updates for the current classes of Deacons.

5. Attend monthly planning meeting with the Diaconate Moderator and the Associate Pastor.

**FINANCIAL ASSISTANCE REQUESTS**

1. Receive assistance requests from walk-ins and by phone - assist with completion of applications. If request is under $350, process without supervision. If request is over $350, process through Subcommittee.

2. Purchase gas and/or Publix cards, if needed. Maintain record of cards on hand.

3. Maintain record of assistance provided to who, when, for how much, for what, etc.

4. Balance to monthly budget.

5. Provide monthly financial report to Diaconate.

**WITNESS COMMITTEE**

1. Prepare mission (domestic and international) information/brochure and publish accordingly.

2. Help publicize special offerings and provide inserts/envelope materials to Communication Director to be inserted in the appropriate Sunday worship bulletins.

3. Assist, create, develop, produce, and maintain all materials needed to support the Associate Pastor’s Witness Committee responsibilities.

**Adult & Families**

1. Assist, create, develop, produce, and maintain all materials needed to support the Associate Pastor’s Adults & Families Committee responsibilities.
2. Produce semi-annual program brochure about adult formation opportunities.
3. Order books for small groups and facilitate the purchase of those materials for church members.

**STEWARDSHIP AND MEMBERSHIP**

1. Record in required places membership changes (i.e., new members, inactive members, transfers, drops, deaths, marriages, births, and baptisms).

2. Prepare letter for Stewardship Committee moderator’s signature to member(s) who moves out of town advising member(s) of the PC(USA) churches and the Presbytery of that area; and letters to those churches and Presbytery advising of the member(s)’ move to the area.

3. Record in Register the hire or termination date of Minister(s), Associate Minister(s), & Interim Minister(s).

4. Record in Register Elder and Deacons rotating off and new officers being ordained/installed.

5. Maintain computer data base for membership status changes.

6. Compile and submit information/recommendations of membership changes to Stewardship Committee for discussion, follow up, or action to be taken by Session.

7. Prepare monthly Membership Report and submit for Session packet.

8. Maintain filing system of Members’ Information forms.

9. Prepare and submit annual Presbytery Statistical Report and Clerk’s Annual Questionnaire.

10. Data Base Management

A. Maintain an up-to-date data base of members’ addresses, phone numbers, and email addresses.

B. Email membership directory to congregation annually.

11. Work closely with the Stewardship Committee Membership Representative to follow up on members who have not participated in the life of Faith within the last 3 years and purge Active Roll.

12. Work closely with the Stewardship Committee Membership Representative to follow up with inactive members (2+ years on the Inactive Roll) and purge Inactive Roll.

13. Provide Church Registers for annual Presbytery review.

14. Publicize and prepare documents for Stewardship ministry.

**Other:**

1. Sign checks as needed (two signatures required on checks).

2. Complete bulk mail form for bulk mailings.

3. Respond to emails and calls from members or non-members with various requests.

5. Other duties as assigned or that arise weekly including weekly staff meetings.

6. Provide rotating telephone and other office coverage with other administrative staff.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

-Knowledge of Shelby Church Database (complex software, training required)

-Knowledge of Microsoft Word, Microsoft Publisher, and Office Creative Suite software

-Knowledge of church procedures and practices

-Knowledge of office principles and practices

 -Dedication to the church program

-Ability to work independently

-Ability to plan, organize, and coordinate work assignments

-Ability to operate general office equipment

-Ability to communicate effectively verbally and in writing

-Ability to establish and maintain effective working relationships with others

-Ability to communicate with members of the congregation in an understanding, patient, and sympathetic manner

-Ability to maintain confidential information.

**MINIMUM QUALIFICATIONS** -High School Graduate required, college or technical training in computer software and hardware maintenance and usage required with related associate degree preferred; public relations, membership and/or computer experience preferred.

-General Office Skills (word processing, excellent typing abilities, phone etiquette) -Knowledge of Microsoft Word, Microsoft Excel, Microsoft Creative Suites, Microsoft Publisher, Microsoft Outlook required; knowledge of Shelby software desirable.

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