

# **Administrative Secretary**

**First UMC, Lindstrom**

**June, 2020**

## **Objective**

As a community of faith we seek to reflect Christ in all aspects of our life and ministry together. Provision of coordinated communication, excellent organization and hospitality not only provides essential support for effective and faithful mission and ministry; it *is* ministry. We want to be sure that in our communications the faith community, as well as the wider community are provided with regular and timely, accurate and appropriate information concerning the work and ministries of the church so that all persons will feel they are a part of what God is doing among us. Excellent office organization enables us to be responsive to God's leading and people's needs while promoting a sense of the peace of Christ and God's good order in what is often a very chaotic world. Gracious and effective hospitality demonstrates the love of Christ and the care and nurture of the church in Christ's name to all persons who come in contact with us. We intend that the work and ministry of the Administrative Secretary is to be the primary, frontline provider of these important, foundational components of our church life and ministry.

## **Position Description**

The primary functions of the Administrative Secretary include: the ministry of clerical, communications, administrative and organizational support to the pastor, staff members and unpaid volunteer ministry and church leaders; and the ministry of communications and hospitality to persons who contact the church office. The Administrative Secretary establishes and maintains a friendly, inviting, helpful and efficient church office while always seeking to communicate the love and grace of Jesus Christ. The Administrative Secretary will carry out a ministry of compassionate and perceptive listening, and will encourage and help persons to get connected to any further assistance they may need; i.e. pastoral care, food shelf, financial assistance, ministry contact.

## **Candidate Qualities**

- Be able to express a personal, vital relationship with God through Jesus Christ and demonstrate integrity of lifestyle consistent with a disciple of Christ
- Be able to listen and respond compassionately, empathetically and perceptively to persons while maintaining healthy relational and professional boundaries
- Possesses a demonstrated ability to protect the reputation and integrity of others by maintaining strict confidentiality
- Possesses excellent written and oral communication skills. Possesses a commitment to accuracy, attention to detail and excellence; especially in communications
- Be able to effectively recruit and supervise volunteers
- Willingness and ability to learn new skills and respond graciously to unexpected and/or difficult situations and people
- Possesses excellent clerical and computer skills; including word processing, desktop publishing and database/spreadsheet, and familiarity with online publishing tools (i.e. google/docs/calendar/mail, etc.)
- Possesses excellent organizational and administrative skills in order to develop and maintain electronic and paper filing system of church data and records as needs change and grow
- Possesses a willingness and ability to work and minister as a member of a team