

Dewey Community Church

Making More and Better Disciples

POSITION: Administrative Assistant

REPORTS TO: Senior Pastor

EMPLOYEE STATUS: Part Time (20-30 hours per week) M-F

ISSUED DATE: November 22, 2024

REVISION DATE:

Purpose:

The purpose of the position of Administrative Assistant at the Dewey Community church is primarily to assist the Senior Pastor and Staff in tasks and duties that involve the communication and administration of church related business. This will allow the Senior Pastor and Staff to focus on ministry opportunities more effectively. The Administrative Assistant will be a key channel for communication between the Church Membership and the Pastoral Staff.

Job Responsibilities:

- Assist Senior Pastor in various daily and weekly tasks to free him up for direct ministry opportunities, sermon preparation, visitation, FEC meetings and overall lessening of his administrative oriented workload.
- Resource person for various ministries of the DCC.
- Be available to assist the Youth Pastor and Preschool with administrative tasks.
- This person would also be key in communication to and from the Congregation. This person would redirect inquiries to appropriate ministries.
- Key contact for individuals and outside groups using the DCC facilities.
- Bulletin Preparation, Church Calendar preparation.
- Tech Oriented tasks, Prayer requests. Power Point Presentation for Sunday Morning, Emergency Operation Procedures Reminders, Etc.
- Retain and distribute DCC bills and communicate with DCC Treasurer on financial issues.

- Handles US mail and parcel shipping and receiving.
- Keep minutes for Church Business meetings.
- Other duties as required.
- Confidentiality and discernment are a requirement for all communications.
- This person should be an active member in a Christian Congregation.

Working Hours-

- Normal working hours are from 9:00 am to 4:00 pm Monday, Wednesday, Friday at the Dewey Community Church Office. Some flexibility may be required depending on when Senior Pastor is out of the office.