



Southminster Presbyterian Church

799 Washington Road
Pittsburgh, PA 15228-2001
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www.spchurch.org
info@spchurch.org

JOB DESCRIPTION

Administrative Assistant to the Senior Pastor ...

- Coordinate the administrative functions of the Pastor's office, assisting staff members as needed in fulfilling the mission and ministry of the Church.
 - Receive and screen incoming calls, taking clear messages and returning calls
 - Receive visitors and see to their needs.
 - Manage the Pastor's calendar
 - Sort and open mail
 - Draft correspondence; type documents, worship materials
 - Maintain up-to-date and well-organized files
 - Maintain the staff preaching schedule
 - Keep a record of staff vacation/study leave for church calendar and personnel files
 - Record weekly worship attendance
- Represent the Pastor in their absence, being able to communicate their mind and hold strict confidentiality in all matters.
- Assist pastoral team as needed
- Attend weekly pastoral team meetings and monthly all-staff meetings

Administrative Functions of the Church

- Act as administrator of the ACS (Automated Church Systems) database of church membership
 - Generate rosters/lists of committee members, volunteers
 - Create mass mailings
 - Export data for the annual stewardship campaign
 - Create passwords and access for the staff for Access ACS and the Church Life app
 - Provide back-up support for the Facilities Scheduler module (church calendar)
- Schedule rentals of the Windy Ridge Retreat Center. Coordinate information with the caretakers. Prepare final invoice and receive payment.
- Administrator of the Church Security System software; maintain and assign FOBs for staff, nursery school parents, and child care center parents
- Coordinate weddings, funerals and baptisms on the church calendar and the Pastor's calendar. Prepare worship materials and certificates.

Director of Administrative Operations
Assistant to the Pastor
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- Work with the Clerk of Session and Pastor in preparing Session materials for each Session meeting; email Session packet to Elders before each meeting; receive RSVPs from Elders
- Collect and organize Session minutes; record Session minutes in the Session Book, send reports to Presbytery as needed.
- Provide data to the Clerk of Session to maintain the Church Record book of statistics of the church; assist in preparing statistics for the annual minute reading of the books by the Presbytery.
- Know the Payroll process in the event of the Financial Administrator's absence.
- Provide administrative support to committees as requested
- Provide tech support to the staff and coordinate issues with IT contractor for resolution.

Columbarium Representative ...

- Manage niche sales and complete the online order procedure for bronze plaques and customer billing
- Create and file all correspondence regarding reservations and certificates
- Coordinate the placement of remains with Facilities Manager
- Maintain the creation and filing of Perpetual Care Receipts and all billing records

FOR QUESTIONS OR TO APPLY:

Contact Rev. Dr. Don Ewing, Pastor
Don@spchurch.org

Or

Jennifer Williams, Chair of Personnel
Jenniferswilliams@gmail.com

6/1/2022