

**Hepburn MB Church**  
**Administrative Assistant**  
**Job Description**

**Purpose / Summary of Role:**

A member of the Hepburn MB Staff Team, the Administrative Assistant carries out a wide range of administrative duties which support the programs, ministries and functions of Hepburn MB Church. The Administrative Assistant plays an important public-facing role in the life and ministry of Hepburn MB Church as it seeks to live out its purpose, mission and values.

**Reporting and Supervision:**

Reports to: Finance and Facilities Team

Day-to-day Supervisor: Lead Pastor

**Hours:**

20 hours / week

Specific office hours are flexible, within 8:00am-5:00pm Monday-Friday. A regular weekly schedule will be arranged with the Lead Pastor.

**Responsibilities:**

(for specific procedures see the Hepburn MB Administrative Assistant Procedure manual)

<i>Area</i>	<i>Description</i>	<i>Working together with:</i>
Financial	The Administrative Assistant is responsible for the day-to-day financial functions of the church, including donations, deposits, reimbursements, payments, disbursements, data entry, report generation, month- and year-end reconciliations, etc. The Administrative Assistant also functions as a bank signatory for the church.	Treasurer, Assistant Treasurer, Finance and Facilities Team
Volunteer Coordination	The Administrative Assistant will act as the primary administrator of the <i>Planning Center</i> software, including responsibility for Sunday service volunteer scheduling and maintenance of volunteer lists.	Ministry Staff, Worship and Gathering Team
Communication	The Administrative Assistant will manage the church email account, administer the church calendar, website and social media, and create print and electronic communications for the congregation, including printed bulletins, directories, reports and emails.	Ministry Staff (and other teams as necessary)
Data Management	The Administrative Assistant is responsible for managing church records and databases, including both print and electronic records, such as registrations for programs and events, Safe Place Policy records, meeting minutes, church policies and membership and attendance records.	Secretary (member of Leadership Council); Finance and Facilities Team
Facility Management	The Administrative Assistant will manage bookings and rentals of the church building,	Custodian; Finance and Facilities Team

	instrument maintenance and distribution of building keys.	
Cemetery Administration	The Administrative Assistant will work together with the Cemetery Team to administer the Cemetery (see specific responsibilities in Hepburn MB Cemetery Policy and Procedure Manual).	Cemetery Team
Ministry Staff Administrative Support	The Administrative Assistant will provide administrative support as needed to ministry staff, in particular the Lead Pastor.	Ministry Staff
General Administration	The Administrative Assistant is responsible for reception duties (phone, email, mail, etc.) and other general administrative duties (e.g., ordering office and copier supplies, maintaining church signage and bulletin boards, etc.).	Ministry Staff

Other Expectations:

1. Privacy and Confidentiality – the nature of this role will involve access to personal information about congregants and others in the community (e.g., donation records, prayer requests, etc.). The Administrative Assistant will keep all such information private and confidential in a way that reflects the values and policies of the church.
2. Staff Team – The Administrative Assistant, as a part of the church staff team, will be expected to attend staff meetings and to work collaboratively with other team members in accomplishing the purpose and ministry of the church.