

Administrative Assistant – Part-Time, 30 hours per week (8:30-3:00)

General Description: The Administrative Assistant shall provide leadership and oversight to all office work and processes, performing the roles typical of a receptionist, secretary, and office manager. In addition, the Administrative Assistant provides critical support to the work of the ministry staff and commission directors, and coordinates communication within the congregation.

Accountability: The Administrative Assistant is accountable to the Senior Pastor for day-to-day operations. The Administrative Assistant shall participate in a yearly evaluation process to measure progress on previously identified goals and to determine areas where professional growth is needed. The yearly evaluation will also address whether changes should be made in the current job description.

Qualifications:

1. Is a person of integrity
2. Is friendly
3. Is supportive of the mission, staff, volunteers, and the ministries of CMF
4. Exhibits ability to handle multiple tasks at one time
5. Possesses computer, office, database function, Microsoft Office, and publishing skills, including online software tools such as Canva
6. Is self-motivated, and does not need a lot of oversight from supervisor
7. Maintains a growing relationship with God
8. Is a team player
9. Completes work in a timely manner
10. Maintains current child abuse, criminal and FBI clearances on file in the church office, and has fulfilled all requirements and training per CMF policy and PA state law
11. Agrees to discretely maintain confidentiality of the sensitive congregational situations that come to light on a regular basis in the pastoral setting

Responsibilities:

1. Serves as receptionist, office manager, and secretary, maintaining office supplies, facilitating maintenance of office equipment, manages keys and door fobs, and coordinates with tech support.
2. Assists ministry and commission directors by maintaining databases for various ministries, providing statistical data, producing and distributing publicity material and schedules, sending email reminders of various ministry schedules, etc.
3. Oversees building operations: reports any malfunctions or repairs needed to the Building and Property Commission Director, oversees lobby and use of mailboxes, checks auditorium for Sunday service, prepares attendance folders to be set out in auditorium, oversees janitorial team and necessary supplies.
4. Processes building use requests through Building and Property Commission Director.
5. Assists with quarterly Sunday school preparations: list of course offerings, sign-up sheets, signs for rooms, attendance forms, annual grade level advancement.
6. Oversees music for worship team: copies music, finds music on internet, pulls files of music each week for team and re-files them, inputs list of songs used each week into database for copyright purposes.
7. Assists with registrations and sign-ups for various programs including preschool.
8. Assists ministry staff by gathering/researching information, as requested.
9. Meets as needed with Pastor of Spiritual Family and Discipleship regarding attendance patterns, newcomer welcome and integration process, follows up on absentees, etc.
10. Processes transients (with assistance from pastoral staff when necessary) for benevolence ministry.
11. Facilitates dissemination of information among Pastoral Care Ministry, the Pastors, and the congregation, including weekly prayer updates.

12. Maintains database lists of members, baptisms, baby dedications, child clearances, etc.

13. Meets weekly for staff meetings.

14. Assists, as needed, with special events planning, i.e. funeral, weddings, special services.

15. Other responsibilities as assigned.

Approval for hiring for this position will be by the Administration Team.

Revised 08/05/2026, 10/02/2019. Changes to this document must be approved by the Personnel Committee, Senior Pastor, and Administration Team.