

**Chebeague Community Church  
Human Resources Committee  
Administrative Assistant Job Description**

The nature of ministry, particularly in a setting like Chebeague, makes accurately describing the responsibilities and duties of the administrative Assistant position challenging. Every week can look different. Additionally, confidentiality is mandatory.

**Qualifications**

1. Possess communication skills to interact with the church community
2. Possess proficiency in the use of standard office tools, including but not limited to computer, copier, projector, and Zoom capabilities
3. Strong organizational skills

**Reports to**

The Administrative Assistant will report directly to the Pastor. If the Pastor is unavailable, then the Human Resource Committee will provide direction.

**Hours**

The hours per month are part-time and average 30 hours a month. Weekend hours may also be required, depending on church programs and events.

**Purpose**

The purpose of this position, which is viewed as a ministry, is to support the pastor at the Chebeague Community Church.

**Job Responsibilities and Duties**

Administrative Duties

1. Answer all calls and emails within 48 hours. Pass messages on to appropriate person.
2. Assist with all correspondence.
3. Organization and maintenance of church calendar.

4. Arrange for weekly lectors and scripture readers for special services.
5. Assist with weekly computer newsletter.
6. Prepare bulletins for Sunday worship services.
7. Prepare items for worship, accessible by computer.
8. Prepare the monthly Council Calendar submission, done in consultation with the Pastor and the Church Council to highlight upcoming events, worship series, and programs/ministries of the church.
9. Prepare Church Council agenda and gather monthly committee reports.
10. Attend Church Council and take and prepare minutes.
11. Maintain and up-date all standard forms.

#### Fiduciary Duties

1. Act in fiduciary role of collating weekly gifts and making deposits of same.
2. Maintain petty cash with accurate records and receipts.
3. Keep accurate membership records (New members, baptisms, wedding, deaths, etc.).

#### Building Duties

1. Manage building use requests and schedule the rentals.
2. Be familiar with church buildings, correct minor issues and refer problems to the appropriate committee.
3. Oversee the sanctuary prior to Sunday morning worship to be sure everything is in order for worship.

To apply please send a resume and cover letter by mail to the church office at 258 North Road, Chebeague Island, ME 04017 or by email to [church.chebeague@mail.com](mailto:church.chebeague@mail.com)

For more information, please leave a message on the church office phone: 207-846-6987. We'll be happy to call you back.