

Thornapple Community Church

Job Description

Job Title: Administrative Assistant
Reports to: Staff Leadership Team and Consistory

TCC Mission Statement

Living and Teaching Transformation Faith in Christ

JOB SUMMARY:

- The Administrative Assistant will continually support and improve the efficiency and effectiveness of the ministry of Thornapple Community Church by undertaking various tasks to assist the pastoral team, consistory, and church members at large.
- 16 hours/week; Tuesday-Friday (10:00 AM-2:00 PM)
- Compensation: \$18-\$22/hour

CURRENT DUTIES AND RESPONSIBILITIES – GENERAL OFFICE:

- Collect mail and email, read, sort, distribute, and file as needed.
- Answer phones.
- Draft and send all correspondence as requested by the pastors, Consistory, and others, if necessary.
- Maintain a filing system in the main office, periodically determining when old files may be discarded.
- Check “Visitor Table” regularly and keep materials displayed current. Tidy up the narthex area as needed.
- Generate sign-up sheets or create on SignUpGenius. No handwritten sign-up sheets are to be used.
- Maintain church calendar of events and notify custodians of events that may require setup or cleanup in addition to their weekly duties.
- Create and distribute schedules for coffee prep/serve and assist with subs/date switching as needed.
- Maintain congregational Household Data on REALM.
- Prepare and distribute through Realm monthly Consistory, deacon, elder, and team minutes. Prepare team meeting minutes for consistory meetings. Keep copies of all consistory minutes in both computer files and in Realm groups under the resource tab.
 - Procure clerk signature on consistory and elder meeting.
 - Maintain additional copies of consistory and elder minutes, scan and email to Classis for annual review.
- Prepare and submit the Annual Consistorial Report.
- Order flowers from the TCC congregation for families with a death in their immediate family and arrange for delivery to funeral home, church, or family.
- Maintain coffee supply from Schuil Coffee Company, picking up orders and filling coffee drawers.

- Maintain current computer support plan with Mastermind Systems.
 - Keep contact information and social security numbers on file.
- Maintain/order/restock all office supplies, including checking candle supply/holders in November for Christmas Eve service.
- Receive building use requests, sending out forms for building use, and sending out information about event for approval to B&G team.
- Water container plants or delegate when unable to do so.
- Schedule heating/cooling for weekly/monthly meetings and events.
- Update list of graduating seniors and projected graduation list and send it to the Education Fund team in early March for review/reminder. Send out letters/applications and acceptance letters to graduation seniors. Arrange for checks to be made out so they are signed by graduation Sunday.
- Assist Financial Administrator and deacons with tasks such as printing and mailing contribution statements (bi-annually), mailing checks and assisting with questions from companies and congregants.
- Train Vicki with new procedures, so she is current when covering for Kim.

CURRENT DUTIES AND RESPONSIBILITIES – STAFF LEADERSHIP TEAM:

- Attend and contribute to all Staff Leadership Team meetings.

CURRENT DUTIES AND RESPONSIBILITIES – WORSHIP HELP:

- Type, photocopy, and fold the weekly bulletin, including announcements as space and interest allow. Stuff bulletins with inserts as needed.
- Enter Worship Attendance Record Sheets into REALM.
- Review worship registry sheets and notify Pastor Tim of visitors needing follow up.

CURRENT DUTIES AND RESPONSIBILITIES – CHURCH FINANCES:

- Receive calls for Christian Assistance Funds and pass along to pastors or deacons/and keeping Christian Assistance Fund History request forms.

Updated May 11, 2023