

**Name:**

**Department: Care and Connection Position Title: Admin. Assistant**

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- **Purpose of the Position:** To glorify God and enter into the ministry of serving Jesus by assisting in the administrative efforts of the Care and Connections Department.
- **Reports to:** Pastor of Care and Connections
- **Relates Closely With:** Other administrative assistants
- **Responsible for Serving the Following Personnel:** Pastor of Care and Connections, Parish Nurse, Pastor of Visitation and Care and Connections Coordinator.
- **Responsibilities of This Position:** Provide administrative assistant services for the Care and Connections Department.
- **Responsibilities Regarding BOE:**
  - Board of Elders: Pastoral Care Elders communication - Communicate to PCEs when we have information regarding the care needed with a family in their care group.
  - Communion: contact serving elders regarding availability, placing them in a serving position, sending information regarding communion, and following up the morning Communion is to be served.
  - Baptism of Infants and Children: Follow families who have received children into their home by birth or adoption. Invite them to the next available baptism class and provide administrative support through the Sacrament of Baptism.
  - Coordinate Starting Point class logistics of new members with Connections Coordinator.
  - Youth or Adult Baptism: Either youth profession of faith or adult conversation. Record as needed after Elders have approved and Sacrament given.
  - Nomination Process for Board of Elders and Pastoral Care Elders.
  - Manage pictorial directory.
- **Responsibilities Regarding Care:**
  - Announcements: Create weekly for Bulletin, E-Communication, and for use during worship.
  - Care Tracking: Work closely with Pastor of Visitation to record necessary data in Shelby.
  - Cards and Flowers: Sympathy, hospitalization, and milestone anniversaries.
  - Emergency After Hours Contact Pager: After office phone goes into night mode, assigned pastor receives after hour emergency calls.
  - Freezer Meals: Coordinate communication and logistics.
  - Funerals: Facilitate funerals as needed through scheduling room, luncheon ladies, sound tech, AV.
  - Homebound Saints: Keep an updated list of members who are homebound for pastor of visitation.
  - Poinsettias: Order, prepare, and organize delivery to homebound members.
  - Memorial of Saints: prepare list and photographs with dates of death for Worship Service end of October.
- **Responsibilities Regarding Connections:**
  - Manage tear off connection cards. Track guests and follow up with phone call, email or card.
  - Hospitality Gifts: Prepare gifts with coupon for drink and item from the Sunday Morning Café for the Welcome Desk attendant to hand out to first time guests.
  - Assist in the implementation of new connections strategy
- **Other Responsibilities:**
  - Assist with the Parish Nurse ministry:
    - First Responders - Medical Responders scheduled for worship services and approved of by parish nurse.
    - Medical Equipment Closet - Crutches, walkers, wheelchairs, shower chairs all available for use by the congregation.
    - Parish Nurse Tracking Sheet - List of individuals the nurse calls on to follow up with health/spiritual situations.
    - Brochures, leaflets, prayer booklets, cards for shawl prayer ministry
  - Membership Shelby Database Status: Keep Shelby database accurate with membership status starting from the visitors through Membership Class, to inactivity and dropping/deleting them from this Database. Record for RCA reporting and permanent paper files.
  - Prayer Ministry:
    - Prayer Guide: Email out a weekly prayer guide and print for the information desk each Sunday.

- Prayer Emails: When requested by a member, send out a prayer email to those who have asked to be on the list regarding emergent prayers needed.
- Bulletin Announcements and reminders for monthly Sunday prayer gatherings.
- Other duties as assigned by Pastor of Care and Connections
- **Primary Strengths Required:**
  - Confidentiality
  - Team player
  - Punctuality
  - Hospitality
  - Faith
  - Administration
  - Living out Colossians 3:12 (compassion, kindness, gentleness, humility, patience)
- **Approximate Work Schedule.**
  - Sunday: 8 AM – 12 PM every 7 weeks
  - Monday: 8:30 AM – 4:30 PM
  - Tuesday: 8:30 AM – 4:30 PM
  - Wednesday: 8:30 AM – 4:30 PM
  - Thursday: 8:30 AM – 4:30 PM
  - Friday: Off
  - Saturday: Off