



**Christ
Episcopal
Church**
Valdosta, GA



1521 N. Patterson Street, Valdosta, GA 31602

rector@christchurchvaldosta.org

229-242-5115

Christ Episcopal Church Is seeking an Administrative Assistant

This is a part-time position for twenty (20) hours per week, with a maximum of 960 hours annually. Work hours are Monday-Thursday, 9 a.m.-2 p.m. The church office is at 103 E. College Street. Working with the Rector, paid staff, the Vestry, and committee volunteers, the administrative assistant will maintain the church office, coordinate the parish calendar, create, and prepare bulletins, keep digital records, and work with the bookkeeper to order supplies. The salary is based on skills, education, and experience.

Accurate and professional communication is an essential part of this position. Additional communication job duties include keeping and publishing the parish directory, publishing the weekly online newsletter, keeping parish records, sending Constant Contact emails to members and friends of the parish, and communicating the rotation lists for various volunteers. A complete job description is posted on the Christ Church website at www.christchurchvaldosta.org.

“One of the nicest things people say when visiting Christ Church is ‘that it feels like a holy and fun place.’ I understand that to mean the people visiting with us recognize us as a healthy, joyful, and growing family of Christians in the Episcopal tradition. That is who we are, with God’s help. We believe we are called to give our faith away by word and deed. We are called to be evangelists, to share the story of how Jesus makes a difference in our lives. We are Jesus’ voice, hands, and feet in the world.”--Fr. Hal Weidman, Rector of Christ Church.

Skills and qualifications needed: a high school diploma or higher, secretarial skills, knowledge of computer programs like Microsoft Word, PowerPoint, and Excel, the ability to work independently and unsupervised, the ability to maintain confidentiality regarding church business and pastoral situations, and excellent communication skills.

To apply: please send a resumé including three references with contact information to the mailing address: Christ Episcopal Church, Fr. Hal Weidman, 1521 N Patterson Street, Valdosta, GA 31602 or by email to rector@christchurchvaldosta.org no later than February 21, 2024. The chosen candidate will be expected to undergo a background check and must complete a drug screen as well as complete the *Safe Church, Safe Communities* course through the Diocese of Georgia.



JOB DESCRIPTIONⁱ

Administrative Assistant

Under the leadership of the Rector, or Sr. Warden, the Administrative Assistant exercises an essential ministry of the parish, supporting the Christ Church staff, parishioners, and the community beyond its walls.

The Administrative Assistant's duties include:

- administratively supports all staff and committees.
- coordinates and keeps parish calendar.
- answers emails, copying or forwarding them to the appropriate staff or parishioner, team, ministry head, or vestry member.
- prepares certificates for marriages, confirmations, receptions, reaffirmations of baptismal vows, and baptisms; records them in the parish records.
- creates and prints bulletins, outlines or pamphlets for services including Sundays, weekdays, and special services. Uploads PDF versions of these publications to the media library of the website and obtains the link to be sent in the Sunday Constant Contact email.
- receives and keeps a digital record of Vestry agendas, minutes and reports and distributes them as directed the week before the meeting.
- works with parish bookkeeper and ministers to order supplies for kitchen, parish, and preschool.
- works with the designated person to accomplish Memorial Garden record-keeping and operations so ashes and plaques are properly placed.
- collects schedules from ministry chairs for Acolytes, Altar Guild, Coffee Hour Hosts, Eucharistic Ministers, Eucharistic Visitors, Greeters, Hospitality Hosts, Readers, Ushers, Vestry Person of the Day, emails the members of each team and posts on the schedules on the Christ Church website, as well as the office and parish hall bulletin boards.
- keeps parish directory and mailing lists current and publishes when needed.
- adds, corrects, and/or removes family and friend information to parish membership records.
- publishes the Annual Report to the parish distributing via email and printed copies for worship no later than one week before the Annual Meeting.
- keeps parish records and compiles the information for the Annual Parochial Report to the Episcopal Church due to Vestry no later than the last meeting in February and filed online before March 1st.

- creates PowerPoint presentation of weekly announcements, etc., and displays it on the parish hall TV.
- manages and distributes parish mailings and bulk emails including the weekly *Friday Vineyard* as well as the Sunday, weekday, or special worship service bulletins or outlines.
- updates Facebook account to add upcoming events.
- works with the audio-visual manager to supply links to upcoming Sunday bulletins for use in scheduling upcoming livestreams.
- maintains parish prayer list for Prayers of the People, *Friday Vineyard*, and Sunday bulletins.
- works independently and unsupervised.
- maintains confidentiality regarding church business and pastoral situations.
- stays in communication with all parish staff, team members, ministry heads, or vestry members as appropriate.
- meets weekly with the Rector to prioritize administrative duties and calendars.
- other duties as assigned.

WORK SCHEDULE

The Administrative Assistant is expected to work twenty (20) hours per week, with a maximum of 960 hours annually. If an emergency arises, a funeral, etc., which requires the Administrative Assistant to work beyond normal work hours (Monday-Thursday, 9 a.m.-2 p.m.), time off in lieu (one hour for one hour) will preferably be taken the following week.

The Administrative Assistant will not work the following Diocese of Georgia holidays unless notified by the Rector: New Year's Day, Martin Luther King, Jr. Memorial Day, Presidents' Day, Good Friday, Easter Monday, Independence Day, Labor Day, Veterans Day, and Thanksgiving (Wednesday-Friday).

This is an agreement for an indefinite term and terminable at will by either party at any time. Two weeks-notice is required by either the Administrative Assistant or the Church.

ⁱ Current as of February 2, 2024