

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Clergy Administrative Assistant

STATUS: Full time, Non-Exempt

REPORTING TO: Associate for Children and Family Ministries

SUMMARY/OBJECTIVE

The Clergy Administrative Assistant supports the Church by coordinating all aspects of the Men of St. Martin's bible studies, Family Table worship services, baptisms, and special events by performing administrative work. This person will support the Associate for Children and Family ministries by effectively interacting with parishioners and staff at all levels and efficiently managing multiple projects. The Clergy Administrative Assistant must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. To glorify God every day by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Maintain correspondence (calls, mail, and emails) for all groups and supported programs.
3. Complete coordination of Baptism classes, scheduling and baptisms.
4. Provide administrative support for several ministries run by the Associate Rector for Children and Family ministries:
 - Maintain calendars, track attendance and member rosters, schedule virtual calls, create registration links, coordinate items with Communications, etc.
 - Write and proof print communications for all groups regarding upcoming events and ads in the worship booklets.
 - Occasionally provide in-person support for classes, services, luncheon, and other events.
 - Coordinate on-campus speaker logistics (setup, event entry, financial necessities, accommodations, etc.) when needed.
 - Meet with lay leaders and parishioners in support of their groups and events.
5. Family Table Support:
 - Developing ideas, finding resources, ordering materials, processing expenses, updating member contact information, and other administrative tasks.
 - Participating in weekly team meetings by keeping meeting minutes and sending reminders for follow-up tasks.
6. Clergy support:
 - Represent the clergy in his/her absence, being able to communicate in meetings.
 - Assist with reservations for conferences, purchasing materials for continued education, track on call and beeper dates.
 - Work with the finance department for all reimbursements, check requests, discretionary account payments, etc.
 - Additional duties and errands as assigned.
7. Attend weekly worship booklet meetings. Assist in the creation of articles for The Star and Parish Life.
8. Provide additional support as needed around campus.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication
- Quality and accuracy; attention to detail
- Drives results
- Balances stakeholders
- Optimizes work processes
- Situational adaptability

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Effective communication with leadership to understand requests, priorities and deadlines.
- Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Adapting approach and demeanor in real time to match the shifting demands of different situations.
- Consistently achieving results, even under tough circumstances.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect and easily remember things. The employee is frequently required to rise; move; ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as not limited to, stress from work deadlines, employee complaints, noise, distractions, work complexity, competing priorities and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Monday – Friday, 8 a.m. – 5 p.m. with occasional overtime on evenings or weekends if requested by leadership. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Required experience includes graduation from high school. College degree is preferred. Additional eligibility qualifications include five years of increasingly responsible related experience, or any equivalent combination of related education and experience.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager_____

The Employee signature below constitutes an employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____