

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Clergy Administrative Assistant

STATUS: Full-Time, Non-Exempt

REPORTING TO: Associate for Christian Education

SUMMARY/OBJECTIVE

The Clergy Administrative Assistant supports the Church by providing administrative and operational support for Adult Christian Education, including aspects of adult Sunday School classes, bible studies, and special events. This person supports the Associate for Christian Education by effectively coordinating logistics, managing communications, and ensuring the smooth execution of programs and events.

The position requires strong organizational skills, effective communication with parishioners and staff, and the ability to manage multiple priorities in a dynamic ministry environment. 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. Provide administrative support for Adult Sunday School classes, bible studies, and related programs:
 - Maintaining calendars, attendance records, registration links and participant rosters.
 - Coordinating program needs with Communications, Events, and the A/V team.
 - Maintaining electronic event entries for Adult C.E and Bible Studies.
 - Write and proof print communications for all groups regarding upcoming events and ads in the worship booklets.
 - Coordinating guest speaker logistics including scheduling, setup, accommodations, and payment arrangements.
 - Meeting with lay leaders and parishioners to support group activities and events.
 - Complete additional projects as required.
3. Provide administrative support for clergy leaders:
 - Representing clergy in meetings when appropriate and communicating key information on their behalf.
 - Coordinating travel arrangements and continuing education purchases.
 - Tracking on-call and beeper schedules.
 - Processing reimbursements, check requests, and discretionary account expenses in coordination with the Finance department.
 - Additional duties as assigned.
4. Attend weekly worship booklet meetings. Assist in the creation of articles for The Star and Parish Life.
5. Provide additional support as needed.

COMPETENCIES

Competencies required of this role:

- Effective verbal and written communication.
- Attention to detail and commitment to accuracy.
- Ability to manage multiple priorities.
- Familiarity with social media platforms and digital communication.
- Situational adaptability and problem-solving.
- Strong interpersonal skills.

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Consistent delivery of high-quality work.
- Adaptability in managing multiple projects and evolving ministry needs.
- Efficient coordination of programs, events, and administrative processes.
- Clear and timely communication with ministry leadership regarding priorities and deadlines.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

This position operates in a professional office environment and routinely involves standard office equipment such as computers, telephones, copiers, and filing systems.

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 three 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.