

**MINISTRY DESCRIPTION: Administrative Assistant/Communications**

**PURPOSE:** To give glory to God as you serve King of Kings in assisting in administrating an effective and well-rounded ministry. To provide servant leadership to staff & volunteers involved in ministry.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Manage the development, distribution and maintenance of all print and electronic publications including but not limited to, bulletins and inserts, newsletters, announcements, brochures, emails (Constant Contact) and website
- Collaborate with Pastoral staff in the development of theme and design for special services and the production of materials for these services including but not limited to, bulletins, announcement slides, website sliders, invitational postcards and devotional material
- Collaborate with Pastoral and ministry staff in development and creation of announcements, verbal, written and electronic screens
- Assist Ministry Team Leaders and volunteers with internal and external communication
- Create and print brochures, announcements and needed promotional materials for Ministry Team Leaders
- Assist with ordering materials for Ministry Team Leaders
- Create Lay Reader schedule and email Lay Readers weekly with the readings
- Create, update and distribute the church directory
- Maintain the church email account (Constant Contact)
- Maintain church calendar
- Coordinate scheduling for weddings and baptisms
- Call shut-ins to schedule visitations for Pastor
- Create and prepare baptismal, confirmation and new member certificates
- Process new member information and prepare new member packets
- Keep accurate membership records with church management software and retrieve information as requested
- Track monthly and annual attendance statistics and prepare needed reports
- Manage church correspondence (letters, transfers, membership requests, etc.) as requested by Pastoral staff
- Screen and route all incoming calls
- Greet incoming guests to our church
- Receive, sort and distribute mail
- Monitor office supplies and alert church administrator when items are needed
- Create and print all signage for the church
- Update church website as needed, including but not limited it, serving schedule, calendar, events and front page
- Create and process images for the church website
- Proof worship screens each week
- Attend weekly staff meeting and annual calendar planning meeting
- Assist Pastoral staff as needed