Bethel United Methodist Church

Administrative Assistant Job Description

Location: 13506 Minnieville Rd., Woodbridge, Virginia 22192
Status: Part-time, 30 hours per week
Schedule: Monday through Friday, 9:00 a.m. to 3:00 p.m. Additional hours may occasionally be required for church programs, services, and special events.
Reports to: Senior Pastor or the Senior Pastor's designee
Position Availability: Open immediately

Position Summary

Bethel United Methodist Church is seeking a dependable, organized, and service-oriented Administrative Assistant to oversee the day-to-day activities of the main church office. This position plays an important role in supporting the church's ministries, staff, members, volunteers, and visitors.

The ideal candidate will be a welcoming and positive professional who exercises sound judgment, protects confidential information, communicates effectively, and manages multiple responsibilities with accuracy and care. The Administrative Assistant will also provide appropriate coordination and oversight for office staff and volunteers.

Essential Duties and Responsibilities

Office Administration

- Manage the daily operation, organization, and maintenance of the church office.
- Maintain a professional, welcoming, and orderly office environment.
- Serve as a primary point of contact for church members, visitors, vendors, and community organizations.
- Answer, screen, and route incoming telephone calls promptly and courteously.
- Monitor church email accounts and respond to or route messages as appropriate.
- Draft, proofread, format, and distribute letters, announcements, reports, and other correspondence.
- Receive, sort, distribute, and process incoming and outgoing mail.
- Maintain organized paper and electronic filing systems.
- Keep standard church forms current, accessible, and properly organized.
- Order and maintain office supplies and coordinate the servicing or replacement of office equipment.
- Operate standard office equipment, including computers, printers, copiers, scanners, and telephone systems.
- Provide administrative coordination and guidance to office staff and volunteers, as assigned.

Calendar and Facility Coordination

- Maintain and regularly update the master church calendar.
- Coordinate calendar entries for worship services, meetings, weddings, baptisms, funerals, ministry activities, special events, and outside groups using church facilities.

- Help prevent scheduling conflicts by communicating with pastors, ministry leaders, staff members, volunteers, and facility users.
- Confirm event information and ensure that responsible parties receive relevant scheduling details.
- Assist with administrative preparations for church programs and special events.

Membership and Congregational Records

- Maintain complete, accurate, and confidential membership records.
- Record and update information concerning new members, baptisms, weddings, deaths, transfers, constituents, and member contact information.
- Process approved updates to church databases and information systems.
- Protect personal and sensitive information in accordance with church policies.
- Notify pastors promptly of known hospitalizations, deaths, critical incidents, and other pastoral care needs.
- Prepare membership information and administrative reports when requested by authorized church leadership.

Communications and Publications

- Prepare, proofread, print, and distribute weekly church bulletins.
- Assist with newsletters, announcements, promotional materials, ministry communications, and special-event publications.
- Confirm that names, dates, times, locations, and contact information are accurate before publication.
- Coordinate with pastors, ministry leaders, and staff to obtain information by established deadlines.
- Help maintain consistent, clear, positive, and professional church communications.

Policy and Ministry Support

- Follow Bethel United Methodist Church policies and established administrative procedures.
- Follow the church's Active Child, Youth, and Vulnerable Adult Protection Policy.
- Handle confidential or sensitive matters with discretion and share information only with authorized individuals.
- Support the Senior Pastor, church staff, ministries, committees, and volunteers with assigned administrative tasks.
- Participate in relevant training and professional development.
- Perform other related duties as assigned in support of the church's mission and ministries.

Minimum Qualifications

- College degree or an equivalent combination of education, training, and relevant administrative experience.
- Previous experience as an administrative assistant, office coordinator, office manager, or in a similar professional role.
- Ability to type at least 65 words per minute with accuracy.
- Strong computer skills, including proficiency with:
    - Microsoft Windows
    - Microsoft Word
    - Microsoft Excel

    - Microsoft Access
    - Microsoft PowerPoint
    - Microsoft Outlook
    - QuickBooks
    - Creative Church Information System, or the ability to learn it promptly
- Proficiency with standard office equipment, including computers, printers, copiers, scanners, and multiline telephone systems.
- Excellent command of English grammar, spelling, composition, and punctuation.
- Strong organizational, recordkeeping, proofreading, and time-management skills.
- Ability to manage multiple priorities and meet deadlines with limited supervision.
- Ability to communicate professionally and compassionately in person, by telephone, and in writing.
- Demonstrated ability to protect confidential information and use sound judgment.

Preferred Qualities

The successful candidate should:

- Be dependable, punctual, organized, and attentive to detail.
- Demonstrate a positive, welcoming, patient, and service-oriented attitude.
- Work independently while also collaborating effectively with pastors, staff, church leaders, members, and volunteers.
- Remain flexible and composed in a busy environment with changing priorities.
- Take initiative, anticipate needs, and follow assignments through to completion.
- Exercise discernment and good judgment when handling sensitive situations.
- Demonstrate accountability, professionalism, and a conscientious work ethic.
- Be willing to learn new systems, pursue training, and identify resources that improve office operations.
- Support the mission and ministries of Bethel United Methodist Church.
- Maintain conduct consistent with the moral and ethical standards of the Christian faith and The United Methodist Church, both in the workplace and while representing the church.

Work Environment

This position is primarily performed in a church office and requires regular interaction with pastors, staff, members, volunteers, visitors, vendors, and community organizations. The Administrative Assistant may periodically need to adjust working hours to support funerals, weddings, church programs, seasonal activities, and other special events.

How to Apply

Bethel United Methodist Church is hiring immediately. Interested applicants should submit:

- A current résumé
- A brief cover letter describing relevant experience and interest in the position
- Professional references, if requested

Application materials should be submitted to Richard.E.Goad@gmail.com or mailed to Bethel United Methodist Church, attention Staff Parish Relations Committee Chair at 13506 Minnieville, Rd., Woodbridge, Va. 22192. Bethel UMC appreciates the interest of all applicants. Candidates whose qualifications most closely match the needs of the position will be contacted for further consideration.