

Administrative Assistant

July 2022

The Administrative Assistant (AA) will help staff maintain an organized and efficiently run church. The Administrative Assistant (AA) will maintain confidentiality, follow Jubilee's procedures for operation, and strive to reflect the values and mission of Jubilee while at work and in the community. This job description is subject to change as needed and will be reviewed quarterly with the supervising pastor. The duties listed are expected to require an average of about 18 hours per week.

Administration

**** Please note: For tasks involving coordinating volunteers, volunteer lists and contact information will be provided.****

1. Keep job descriptions current for all church roles
2. Make and distribute upcoming monthly calendar with schedule for nursery, greeter, and other events
3. Coordinate nursery (0-3 years old) volunteers and include this information in the bulletin each Sunday
4. Coordinate childcare (4-12 years old) for congregational business meetings
5. Coordinate greeters, schedule someone to greet (welcome and hand bulletins to people) and include greeter in the bulletin each week
6. Help pastors contact church members and prepare for seasonal meetings/processes like Worship Planning Team meetings and Gifts Discernment as needed

Hospitality

1. Serve as contact person for any group using the facility
2. Coordinate Jubilee use of facility
3. Work with trustees and staff to keep a clean and functional church facility

Office

1. Create and maintain files
2. Answer the phone, take and deliver messages, receive and distribute mail
3. Maintain an up to date calendar for church events/facility use in the office
4. Work with staff to run errands and keep church supplies stocked
5. Keep mailboxes and bulletin boards updated
6. Work with pastors to update attendance charts, membership lists, and birthday/anniversary lists
7. Update and distribute church directory

8. Create and send weekly Jubilee newsletter each Monday morning
9. Maintain, further develop, and update Jubilee's website & facebook.
10. Collect information, type, format, and print Sunday morning bulletins
11. Send birthday and anniversary cards to people who attend Jubilee.

Additional Responsibilities

1. Meet monthly with supervising pastor
2. Complete other projects as time allows and as directed by pastors

Compensation

- The above duties are expected to require an average of about 16.5 hours per week. The stipend is intended to compensate the Administrative Assistant at a rate of \$15.00 per hour.
- Receipts for supply reimbursement are to be submitted by the 15th of each month and are paid at the end of each month.

Jubilee Mennonite Church
 812 28th Ave.
 Meridian, MS 39301
 601-693-8073

Jubilee Mennonite Church Administrative Assistant Application

PLEASE RETURN APPLICATION AND RESUME VIA EMAIL TO KELSEY LUKE AT kladluke@gmail.com

PERSONAL INFORMATION

	Date of Application ___/___/___
Name: (Last, First, M) _____	Male ___ Female ___
Permanent Address: _____	
Current Address: _____	
Home Phone (___) ___-____	E-mail address: _____
Cell Phone (___) ___-____	Social Security Number: _____
Date of Birth ___/___/___	
*Note: A background check will be conducted as part of the hiring process.	
Faith Affiliation	
Current Church: _____	Pastor: _____ Phone: (___) ___-____
Church Phone: (___) ___-____	

EDUCATION AND WORK EXPERIENCE

*****Please submit a resume with your application, including three references with contact information.***

College(s) Attended: _____

Degree(s) Attained: _____

Please list any **previous** or **current** jobs you have held or are holding below:

Employer	Position Held	Start and End Dates	Phone Number

PERSONAL JOURNEY

Jubilee Mennonite Church invites applicants to follow Christ in all they do, including their work and personal life as an employee of a Christian organization. *Please include your answers to the following questions with your application.*

1. Describe any previous experience working with non-profit / religious organizations.
2. List in order of relevancy any specialized training, certifications, or leadership situations which may be helpful in the position(s) you are applying for.
3. Describe two of your abilities and two of your limitations. How might each of these impact your work as Administrative Assistant?
4. Briefly tell us about your personal faith journey **and** how you anticipate your faith will impact your work as an Administrative Assistant.

ADDITIONAL INFORMATION

Criminal Record:

1. Have you ever been convicted of a felony or misdemeanor, or plead no contest in a felony, other than a minor traffic violation?
Yes ___ No ___ If yes, explain on an attached piece of paper.
2. Have you ever been accused or convicted of physically or sexually abusing a child?
Yes ___ No ___ If yes, explain on an attached piece of paper.

Harassment: Jubilee Mennonite Church's policy prohibits all forms of harassment. Have you ever been accused of any type of sexual, racial, religious, or other harassment?

Yes ___ No ___ If yes, explain on an attached piece of paper.

(Note: A prior accusation or criminal record is not an automatic bar to employment. The situation will be evaluated by the church council before any decision is made.)

Social Media: *Please list the usernames or web addresses of social networking accounts you utilize.*

Facebook: _____ Twitter: _____ Instagram: _____

I authorize Jubilee Mennonite Church to investigate all statements herein, including but not limited to criminal background, SSN, and child abuse checks. By signing below, I affirm that all application information is true and accurate. I understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the organization.

Signature: _____ Date: _____

If you have questions about employment with Jubilee Mennonite Church please contact Kelsey Luke at 601-692-3595 or kladluke@gmail.com.