

# Church of the Master United Methodist – Westerville, Ohio

## Job Posting

**Ministry Title:** Administrative Coordinator

**Weekly Hours:** 25 (Monday-Friday, 9:00 a.m. – 2:30 p.m. including a 30 minute lunch)

**Reports to:** Senior Pastor

**Direct Staff Report(s):** None

**Experience and Qualifications:**

- A high school diploma or equivalent degree
- Two or more years of clerical and/or secretarial experience strongly preferred.
- Exceptional knowledge of Microsoft Word, Publisher, PowerPoint, Excel, and Outlook.
- Knowledge of and proficiency in basic database systems.
- Proficiency in social media platforms, focusing on Facebook and Instagram.
- Willingness to learn.
- Ability to work both independently and under the supervision of the Senior Pastor.
- Must pass a background check and be willing to become “Safe Sanctuary” certified.

**General Provisions:**

- Demonstrates ownership of the congregational mission to *Love God, Grow in Christ, Live to Serve*, and supports congregation and staff goals towards fulfillment of that mission.
- Have access to the Staff/Parish Relations Committee (SPRC) via her/his liaison.
- Read and agree to the Church of the Master Employee Handbook.

**Regular Duties:**

- Welcome people to Church of the Master with warmth and kindness in presence at the desk, over the phone, and by email.
- Attend weekly staff meetings.
- Prepare worship bulletins for Sunday’s services and special services as required. Order of Worship will be supplied by the Senior Pastor, and the Senior Pastor shall view a copy of the bulletin for final editing before printing.
- Prepare newsletter (*The Visitor*) monthly so that it is available for viewing on the 1<sup>st</sup> of each month. Gather, screen, and format information for easy communication.
- Prepare, collate, and submit data to the district office for yearly charge conference (typically fall) and end of year reports. Provide consistent organization of digital and hard copy files for church documents.

**LOVE GOD.  
GROW IN CHRIST.  
LIVE TO SERVE.**

- Work with the Senior Pastor to coordinate and document the work of the congregational care team.
- Coordinate altar flower calendar, keeping information up to date in the bulletins, and ordering flowers for special worship services, seasonal events, etc.
- Send email reminders about committee/team meetings.
- Utilize social media platforms to inform the congregation and community about events and activities.
- Maintain well organized files, both in paper and digitally.
- Participate in the evaluation/review process as outlined and approved by the SPRC.
- Engage responsibilities within the flow of a church/liturgical calendar year (working knowledge or willingness to learn Christian terminology/practices is required).
- Other duties as assigned.

### **Holidays and Vacation:**

Vacation and sick time will be granted in accordance with the Employee Handbook and the United Methodist Book of Discipline. Holidays recognized by Church of the Master are:

- New Year's Day
- Martin Luther King Jr.'s Birthday (observed)
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Day and December 26
- Two Personal Days

### **Applying:**

Interested and Qualified Applicants should submit a resume and cover letter to Rev. Anna Guillozet, Senior Pastor, via email at [pastor@chmaster.org](mailto:pastor@chmaster.org).

**LOVE GOD.  
GROW IN CHRIST.  
LIVE TO SERVE.**