CENTRAL PRESBYTERIAN CHURCH

Administrative Assistant

Job Description

REPORTS TO	Senior Pastor / Head of Staff	**EFFECTIVE DATE**	November 10, 2026
STATUS	Part-time · 25 hours per week	**SCHEDULE**	Monday–Friday · 9:00 a.m.–2:00 p.m.
FLSA	Non-exempt	**COMPENSATION**	$25 per hour
DIRECT REPORTS	None		

Job Summary

The Administrative Assistant provides administrative support for the ministry and mission of Central Presbyterian Church, helping the church office operate effectively and supporting the work of the pastor, staff, Session, ministry teams, members, and the wider community.

Essential Functions

- Prepare correspondence and other documents as requested for staff, boards, and ministry teams.
- Proofread and publish weekly worship bulletins.
- Maintain organized and accessible church office files.
- Manage telephone calls and incoming and outgoing mail for the church office.
- Respond to requests for information and assistance from church members, the community, and outside organizations. This responsibility requires familiarity with the official Church Register.
- Maintain and manage the church calendar.
- Coordinate chancel flower scheduling, related correspondence, ordering, and payment.
- Order and maintain supplies for the church office.
- Serve as database administrator, maintaining accurate records of births, baptisms, member weddings, and deaths in accordance with the PC(USA) Book of Order. Record other member and visitor information as needed, including attendance at worship services, Sunday nursery, Sunday School, and Confirmation Class.
- Prepare monthly membership and statistical reports for Session and keep the Church Register current. Assist with membership and statistical reports required by the Presbytery and for the Annual Report.
- Work with the Clerk of Session to coordinate the collection and entry of reports and to prepare the Annual Report.
- Coordinate baptism scheduling and provide general administrative support to the Worship Team.
- Coordinate wedding scheduling and correspondence on behalf of the Worship Team.
- Provide administrative support for memorial and funeral services on behalf of the presiding pastor and Deacons.
- Provide other administrative support as requested.

Minimum Qualifications

- Strong organizational, reading, writing, listening, and oral communication skills in English.

- Strong secretarial and administrative skills, with relevant experience.
- Proficiency with computers and office software, including Microsoft Word, Excel, Publisher, the Church Windows database, Google Calendar, and standard office equipment.

Core Competencies

Organizational Ability

Is well organized and detail oriented, takes initiative, and demonstrates the ability to manage multiple tasks while setting priorities and meeting deadlines.

Reliability

Is mature and dependable, demonstrates reliable attendance, and remains flexible with scheduling and job responsibilities.

Interpersonal Relationships

Demonstrates tact and sensitivity; maintains the confidentiality of sensitive pastoral and member information; and fosters collegial, cooperative relationships with office staff, church members, and the public.

All job descriptions are works in progress and may be revised as the needs of the church change.