

**Faith United Methodist Church (FUMC) of Lancaster PA**  
1290 Fruitville Pike, Lititz PA 17543 – [www.FaithUMC.US](http://www.FaithUMC.US)

*The Staff Parish Relations Committee utilizes a fair and equitable system of hiring without personal bias. We consider the skills and experience of each applicant and make our final decision based on that and the Holy Spirit's guidance.*

**Title: Administrative Assistant / Office Manager**

**Job Classification:** Part-Time Lay employee. Not eligible for church benefits (health care nor pension). FLSA Non-exempt.

**Hours:** Approximately 20 hours per week (potentially more) scheduled in consultation with Pastor. There is some flexibility in the weekly schedule based on needs of the church and employee.

**Payrate:** \$15 per hour or commensurate with experience

**Supervision:** Provided by the Pastor. There shall be a 120-day probationary period. The Administrative Assistant / Office Manager shall meet with the Pastor and the Staff Parish Relations Committee for a performance and salary review at the end of the probationary period, and annually thereafter.

**Scope of Work:** To provide administrative assistance and office management to the Pastor, Finance Committee, Church Council, ministries and other committees of Faith UMC.

**Ethical Expectations:**

“These are the qualities you need, and if you have them in abundance, they will make you active and effective in your knowledge of our Lord Jesus Christ.” II Peter 1:8

Must uphold core values and doctrines of Faith United Methodist Church as a growing and maturing Christian and conduct their duties in ways consistent with Christian ethics.

**Employment Clearances:** Must pass and maintain a state police criminal background check, an FBI fingerprinting check, and the state Childline child-abuse record check.

A drug screening is required for employment.

Must adhere to the church's Safe Sanctuary Policy regarding best practices when interacting with children, youth and vulnerable adults-- requires completing an annual training.

**Vacation:** Four hours of holiday pay for each of the following holidays: Easter, Independence Day / 4<sup>th</sup> of July, Thanksgiving Day, and Christmas Day. Twenty hours of Paid Time Off (Vacation, Sick Leave, or Personal Days) per year. Additional weeks of PTO accumulate after three years of service.

**Required Skills & Abilities:**

- Well organized, self-motivated, efficient and capable of working independently without supervision
- Must be creative, able to multitask, and manage deadlines
- Understand and exercise confidentiality and discretion regarding all matters

- Strong interpersonal and communication skills. Work and communicate cooperatively, professionally, and effectively with others, including church members, the public, visitors, United Methodist District and Conference personnel, etc.
- Compose routine letters, memorandums, worship bulletins and other documents with grammatical and stylistic accuracy
- Capable of using office / organization management software and technology (computers, copiers, printers), including, but not limited to, MS Office, QuickBooks, Servant Keeper (or other church management software), internet browsers and websites, email, databases, and social media platforms / Facebook at a reasonable speed with accuracy

**Responsibilities:**

- Office management and providing administrative assistance to the Pastor, Finance Committee, Church Council, ministries and other committees of Faith UMC.
- Supporting financial accounting with the Treasurer including weekly accounting and check preparation / online payments via computerized accounting system including payroll
- Manage content for electronic communications, ideally helping to update the website and social media directly with web design and graphic skills
- Manage telephone communication
- Prepare and copy bulletins for weekly and special worship services, funerals, and weddings
- Format, produce, and distribute the church's weekly e- newsletter
- Prepare general public media announcements for all church events in cooperation with church volunteers
- Maintain schedule of church activities on church calendars
- Produce copies of documents for church meetings and activities
- Maintain office filing system
- Inventory and purchase office supplies
- Collect and distribute hard copy mail
- Maintain membership records and directory in church management software (Servant Keeper)
- Record visitor list and prepare letter of welcome from Pastor to guests.
- Help manage church records in preparation for annual statistical report
- Other duties consistent with the orderly function of a professional church office and as assigned by the Pastor

**To Apply:** Send a Resume and Cover Letter to Rebecca Mowrey, SPRC Chairperson, 1290 Fruitville Pike, Lititz, PA 17543 or by email to: [FaithUMC@hotmail.com](mailto:FaithUMC@hotmail.com). Applications will be reviewed on a rolling basis until it is filled.