

Franklin First United Methodist Church

Franklin, TN

Job Description – Administrative Assistant – REVISED Aug. 25, 2018

We are a vibrant Christ-centered community:

- *boldly embracing the power of the Holy Spirit;*
- *growing through the divinely inspired Word of God;*
- *faithfully serving others;*
- *inviting all to experience the transforming love of Jesus Christ.*

“The mission of the Church is to make disciples of Jesus Christ. Local churches provide the most significant arena through which disciple-making occurs” (*The Book of Discipline of The United Methodist Church, 2008, ¶120.*)

Position:

Franklin First United Methodist Church (FFUMC) is seeking a full-time **Administrative Assistant** to focus on Membership record-keeping. This position will report to the Connections Director.

Primary Responsibilities:

- Maintain the database of members and visitors and associated data.
- Serve as the staff’s expert on the database system, teaching others to enter data and run reports as needed.
- Provide administrative and event planning support to the Connections Director, and work with other staff to integrate data into the church’s database.

Other Specific Duties:

- Maintain data on Member, Prospective, Affiliate, Associate and Constituent persons as required by the United Methodist Church & General Council on Finance and Administration. This entails work in both electronic database and paper records.
- Track letters and mailings in database.
- Compile Attendance Sheets, Connection Cards & lists from Check-In system determine First Time Guests to put on database and Constant Contact.
- Post worship attendance.
- Run monthly reports of First Time Guests to identify those who have returned.
- Work with Connections Director to plan and host Membership Dinner (currently 3 times a year).
- Run monthly or weekly reports for members that have been absent for 4 weeks, 8 weeks or 12 weeks, and set up appropriate communication.
- Write for Certificates of Transfer into and out of the congregation.
- Keep death records for year-end reports and All Saint’s Day. Email names & addresses to Grief Share coordinator and All Saint’s Day banners.
- Keep baptism records for year-end reports.

- Review newspapers and other sources for church members' obituaries.
- Use social media to look for church members who may have moved away from Franklin, TN.
- Compile membership information for Charge Conference annually (October or November).
- Compile membership and other information for Annual Conference reports (January).
- Compile Lay Leadership documents and set up committees in the database or where needed for group contact (i.e. post cards, emails).
- Assist with various other office duties as needed.

Experience:

- Proficiency in at least one type of database software is **required**.
- Proficiency in MS Word and MS Excel is **required**.
- Strong written and verbal communication skills are **required**.
- Ability to operate in a team environment while being a self-starter and problem solver is **required**.
- Experience with ACS Church Management Software is favored.
- Experience with United Methodist Book of Discipline's membership requirements is favored.

Status: Full Time

Salary: Commensurate with Experience