

WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

Administrative Assistant for Faith Formation

Reports to: Associate Pastor for Discipleship and Faith Formation
Effective:
Directly Supervises: N/A
Status: Part-time (75%)
FLSA: Non-Exempt

Job Summary

Provide administrative support for the Associate Pastor for Discipleship and Faith Formation and the Associate Pastor for Family Ministries (as related to children's ministry), the Director of Younger Children's Ministry, the Director of Elementary Ministry and for all Faith Formation Programs.

Essential Functions:

Children's Ministry Support:

1. Coordinate with Associate Pastor for Family Ministry, Director of Younger Children's Ministry, and Director of Elementary Ministry (1st – 5th grades) to provide administrative support, including:
 - a. Prepare Master Sunday School Teacher list for Faith Formation Committee and manipulate data in many ways for staff use.
 - b. Prepare and maintain rosters of students by grade and class lists.
 - c. Prepare master list of children & parents for use in teacher enlistment for staff and manipulate data for a variety of uses.
 - d. Prepare meeting reminders for Sunday School Council in coordination with Sunday School Superintendent(s).
 - e. Coordinates print and digital publicity for children's ministry.
 - f. Maintain volunteer list for Vacation Bible School.
 - g. Maintain registration for children's programs.
 - h. Responsible for coordinating and producing the children's bulletins.
 - i. Other duties as assigned.

Adult Faith Formation Support:

1. Coordinate with Associate Pastor for Discipleship and Faith Formation to provide administrative support, including:
 - a. Prepare Adult Education newsletter inserts in the format needed by the Communication staff with information collected Adult Faith Formation class leaders.
 - b. Coordinates print and digital publicity for Adult Faith Formation.
 - c. Maintain all downloadable curriculum in Share file and provide to teachers at their request.
 - d. Handle registration for all classes and order materials as needed.
 - e. Responsible for arranging for nursery and childcare for on-site events.
 - f. Be the point of contact for special event and retreat planning.
 - g. Other duties as assigned.

Requirements:

- High School graduate.
- Detail oriented.
- Proficient with Microsoft Office products.
- Ability to learn and utilize various databases and online tools.
- Positive public relations skills.