



## Administrative Assistant Care Ministries

**Position Type:** Non-Exempt  
**Category:** Regular, Full-time  
**Classification:**  
**Reports To:** Pastor of Care Ministries

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### ORGANIZATIONAL OVERVIEW

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St. Luke's UMC is one of the largest United Methodist churches in the U.S. with a membership of over 6,000. The United Methodist Church states, "The mission of the Church is to make disciples of Jesus Christ for the transformation of the world." At St. Luke's we respond to that call with this purpose statement: We are an open community of Christians helping people find and give hope through Jesus Christ. We are called to: Worship God with all our heart, Connect with others with all our soul and mind, Serve the world with all our strength. St. Luke's is intentionally striving to be economically diverse, multi-racial and welcoming to LGBTQ people.

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### POSITION OVERVIEW

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Primary responsibilities include administrative support for the Pastor of Care, pastoral care department as well as Community of Contemplation and Justice Director. Coordinate, support and execute systems for the ministry in the areas of funerals, hospitals, visitation, events, serving and prayer. Reports directly to Pastor of Care and relates to Director of Care, Director of Visitation and Community of Contemplation and Justice Director.

In 2 two years, success in this position would look like:

- Assist in the creation of a new ministry called Congregational Care Ministers, doubling care connections throughout the congregation.
- Help develop systems for a growing number of care needs.
- Assist in development of a Care Night incorporating many care ministries into one night.
- Become known to the congregation as the person who triages care needs to where they need to go.
- Assist in developing a Mental Health Ministry that offers support to the congregation and community.
- Help develop a prayer team system that communicates prayer needs and grows team participation.

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## RESPONSIBILITIES

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- Provide administrative support for Pastor of Care, care staff, and Director of Community of Contemplation and Justice.
- Provide support for funerals as it relates to preparation of the bulletin and communication to staff and congregation.
- Provide communication system for care needs and hospital visits.
- Be the first point of contact for care needs, prayer requests, and walk-ins to determine who should handle the need. Using exceptional interpersonal skills, greet individuals, assess needs answering basic questions and following through with appropriate staff member.
- Support and train volunteers to assist in care with paperwork, projects and events.
- Accurate record keeping for Care Ministry and Community of Contemplation and Justice; including but not limited to receipts, budgets, collections and deposits, fees for classes and events.
- Prepare and manage room reservations, registrations, resources, supplies and mailings for ministry classes, events and support groups.
- Create Care Ministry and Community for Contemplation and Justice newsletters.

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## QUALIFICATIONS

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Demonstrate passion about the Christian faith, actively seek to grow in personal relationship with God, and be committed to the mission and purpose of St. Luke's, supporting St. Luke's with your prayers, presence, gifts, service and witness.

- Be able to work independently, self-motivated, forward thinking, problem solver, with a tenacity to stay with and complete tasks.
- Strong administrative and organizational skills to manage a detailed, heavy workload with the ability to work on multiple projects and deadlines with a keen sense of time-management.
- Requires skills and gifting in leadership, supervision, collaboration, organizing, planning, detail management, compassion, mercy, discernment, and faith.
- Ability to work with a diverse group of people and able to maintain strict confidentiality.
- Enjoy working as a team member of a dynamic and fast-paced team and be a part of developing new ideas and ministries.
- Proficient in Microsoft: Excel, PowerPoint, Publisher, Word. Adobe: InDesign, Photoshop, Acrobat. Google docs, Sign-up genius, Constant Contact, survey monkey, database systems, printing, editing, copying for high programming department.
- Ability to be flexible with hours (including some evenings and weekends).
- Proven, effective experience in office administration and ministry management (5 years minimum) and Bachelors' degree preferred.