

**Enon UMC**  
**May 25, 2017**

### **Job Description: Connections Minister**

This position is responsible for the communications and connections of the church with the community. This individual provides internet and administrative support to the pastor and church leaders. This position is under the supervision of the pastor.

#### **1. General Duties**

- Answers telephone, takes messages, notifies appropriate person of call and need.
- Provides email and phone reminders for committee members and volunteers.
- Purchases office supplies.
- Orders supplies for copier.
- Keeps the church office organized, well stocked and tidy.
- Copies & folds worship bulletin.
- Copies children's bulletins and restocks children's bags for worship.
- Takes care of any mailings: prints labels, copies, folds, mails.
- Develops and formats church mailings.
- Works with team to copy and distribute church mailings.
- Communicates effectively with the District and Conference as needed.
  - Maintain EVC data, accurately by Tuesday afternoon.
- Compile and distribute as needed the info from bulletin tear off.
- Organize and maintain church computer.

#### **2. Computer/Internet/Outreach**

- Learn how to use Churtraconline.
  - Enter new information and correct old individual info as needed
  - Maintain attendance records
- Post current events and registration links to website
- Post events to Facebook page
- Make sure every event is on the church calendar with a complete description.
- Utilize church calendar description for newsletter and website format and information.
- Design and oversee mailing of postcards.

#### **3. Personal Qualities**

- Confidentiality is of utmost importance. Communication is open with the pastor as needed.
- Positive attitude, pleasant demeanor - individuals feel welcomed at Enon UMC.
- Prompt, appropriate communication to keep all needed persons informed of events and needs.

#### **4. Job Requirements**

- Time Commitment: 10 hours

- Works in church office 2 days per week, 5 hours per day. Monday and Thursday, 9:00 a.m. - 2:00 p.m.
- 2 weeks off per calendar year with compensation. Other time away will be without compensation. All absences and vacations must be communicated and coordinated with the pastor.
- Proficient in Word, social media, office management.
- Willing to learn independently: website maintenance, church software, calendar and other systems.