



# Rural Hall Moravian Church

*Sharing Christ's Love in Our World*

**Street Address:**  
7939 Broad Street  
Rural Hall, NC 27045

**Mailing Address:**  
P.O. Box 487  
Rural Hall, NC 27045

**Website & Email Address:**  
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[pastor@rhmc.org](mailto:pastor@rhmc.org)  
[secretary@rhmc.org](mailto:secretary@rhmc.org)

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## Job Description

**TITLE:** Church Administrative Assistant — provides administrative support for the ministry and programs of the congregation.

**SUPERVISOR'S TITLE:** The Pastor

### REQUIRED QUALIFICATIONS AND SKILL:

- Openness to Moravian theology, tradition, and practice.
- Competency with Apple computer (i.e. Word/Pages, Excel/Numbers, Publisher/iStudio Publisher, WordPress, etc.).
- Either an Associate's degree or higher, five years of progressively more responsible service in an office administration environment, and/or a combination of education and experience.
- Excellent clerical, communications, and organizational skills.
- Strong sense of confidentiality and integrity regarding sensitive information.

### POSITION RESPONSIBILITIES

- Graciously provide or oversee reception services for visitors, callers, faxes, and email communications as well as providing appropriate responses.
- Gather, produce, publish, and edit articles for the church newsletter, websites, bulletins, and other publications including the church calendar (paper and digital) and bulletin boards.
- Create and manage the Church's social media such as Facebook, Instagram, etc.
- Make updates weekly (or as necessary) to the church website and generate reports as required.
- Pick up mail from post office and distribute, compose and/or review letters as requested and ensure that all correspondence is mailed in a timely manner.
- Maintain records of baptisms, weddings, membership changes, memorials, honorariums, and other important documents (paper and digital).

- Inventory and maintain necessary office supplies for staff and volunteers, and ensure the proper care and maintenance of office equipment and systems.
- Assist members, committees, and the board in obtaining necessary information to support their ministries.
- Any other responsibilities and duties as directed by the Pastor, congregation, and/or the Moravian Church Southern Province.

**SPECIAL NOTES:**

- The Administrative Assistant should be able to create an environment that is inviting, comforting, and calming.
- When the job requirements change, the employer will provide or subsidize training for new/needed skills.
- Members of Rural Hall Moravian Church and their relatives will not be considered for this position.

**PERFORMANCE EVALUATION**

- The employment of the Administrative Assistant will be under a probationary status the first six months of employment. During this time, periodic performance evaluations will be conducted by the Pastor and a representative of the Personnel Committee. Prior to the end of the six months, employment may be terminated without cause if job performance does not meet expectations. An annual performance review will be conducted by the Pastor and a representative of the Personnel Committee. The review will clarify expectations, affirm accomplishments, set short- and long-term goals, and plan for ways to improve and strengthen job performance.