

EXECUTIVE MINISTER'S ADMINISTRATIVE ASSISTANT

General secretarial responsibilities for Executive Minister
Handle phone calls for Executive Minister and backup to Senior Minister's Staff
Planning Center input for all meetings for Executive Minister, Interns, etc.
Send notices for committee meetings
Credit card statements for Executive Minister only
Update membership records on computer daily as needed
Maintain records of Program Staff, Administrative Assistants, and Interns vacation summary
Proof Sunday bulletin and *First Epistle*
Make copies for employee and file vacation/time away forms in files located in Ralph's office.
(You will receive these from Haley or Lynn in Business Office).
Send notices to Chairmen of Session Committees/Staff for deadline for Management/Session
Prepare Session packet and email
File Session minutes in book located in the vault
Program Staff Quarterly Reports
Interns Monthly Reports
Administrative Assistants Quarterly Reports
Officers Brochure: Update addresses, phone numbers, emails, take off if emeritus, etc.
Work with Chairman on Committee on Committees
Maintain spreadsheet for counting of worship service (located in Ralph's folder)
Maintain Ralph's library (located in Ralph's folder)
Update Assisting schedule for preaching/assisting
Maintain Officers Ordination/emergitus spreadsheet
Work with Gary Sinclair in dealing with Interns notices/reports/papers
Provide membership information for Director of Finance & Facilities for Annual
Statistic Report after December Session's meeting.
Communion notices to Elders: (be sure announcement is in FE and bulletin ahead of time)
Dismissals for Session
Management Minutes
Maintain Elder Attendance Spreadsheet and email to Chairman of Attendance Roll
Subcommittee at the end of December.
Work with Minister of Pastoral Care handling baptisms, Wednesday night prayer sheet and
Officers Prayer Sheet, funeral bulletins, mailing bulletins each week to those who have
requested to receive one, and anything assigned by him.
Email wedding schedule after each Session meeting and then post all weddings in book in
vault.
Officer Election if needed from Director of Finance & Facilities and Executive Minister.
Maintain updated information on all Ruling Elders: officer brochure, website for officers,
Ralph's and mine contacts
Update policy books and job descriptions as approved by the Session
Distribute copies of The White book to FPC Presbytery Committee Members and Ministers
Website content as assigned
Relieve switchboard as scheduled
All other duties assigned by Executive Minister

NOTE: at one time the Executive Minister's Administrative Assistant was also membership,
but since we went to ShelbyNext, all administrative assistants do their own.