

## **Church of the Ascension**

### **Position Description**

Title: Receptionist and Ministry Coordinator (RMC)  
Reports to: Director of Administration  
Status: Full time (40 hours per week)  
Start date: July 2025  
Contact: Send resumes to [marilyn.chislaghi@ascensionpittsburgh.org](mailto:marilyn.chislaghi@ascensionpittsburgh.org) by June 13, 2025

### **Position Summary**

The RMC contributes to the ministry of Church of the Ascension by being the welcoming face of the church with an office located in the newest and most central part of the church facility. He/she will manage many of the logistical aspects of administration and worship in Planning Center, our church management software. This includes big picture administration of Planning Center as well as the day-to-day functions of Services, Registrations and Groups. He/she will assist with events and light clerical duties as necessary. Business casual attire is required. On the job training will take place.

### **Duties and Responsibilities**

#### **Receptionist**

- Be the hospitable face of Ascension as first point of contact in person and via phone.
- Answers doors throughout the day, either at the central desk or remotely.
- Answer phones throughout the day, responding to inquiries, taking messages, and forwarding calls.
- Attend weekly staff meetings.

#### **Planning Center General**

- Serve as one of the champions for the use of Planning Center.
- Stay up to date with new versions and features of Planning Center that would be helpful to the planning and execution of ministry at Ascension.
- Train current and new staff/lay ministers on use of Planning Center.

#### **Planning Center Services**

- Create and maintain a quarterly master service plan on Planning Center. Send emails to volunteers for block out dates quarterly.
- Assist as needed with scheduling of lay ministry teams that serve at worship services: readers, chalice bearers, prayers of the people, altar prayers, ushers, welcome table, acolytes, crucifers, children's ministry, etc.
- Ensure all worship personnel are in Planning Center prior to weekly staff meeting. Follow up with the relevant leader as needed. Bring any needs/missing information for upcoming worship services to the attention of the group.
- Work with Director of Administration to ensure all necessary service templates are available for planning (especially important for special/seasonal services). Monitor

- the clergy rotation to assure readings and clergy assignments are up to date.
- Assist Music Director with music set up as needed.

### **Planning Center Registrations and Groups**

- Work with clergy and staff to create Registrations and Groups on Planning Center.
- Update Groups for community groups.

### **Planning Center People**

- Run reports for staff.
- Create the monthly Cards Ministry lists and send them to the Birthday and Anniversary Card volunteers.

### **Clerical Support**

- Support the worship and community life of Church of the Ascension through the production of name tags, welcome gifts, and other clerical needs of ministries.
- Help with mailings as needed.
- Maintain the system for centralized organization and filing of volunteer clearances, as well as alert managers for clearances that are due to expire.
- Assist with organization and maintenance of parish archives. Scan documents for electronic storage.
- Create signage for meetings and events.
- Proof bulletins. Upload bulletins to the website.
- Print bulletins when the secretary is out.
- Assist Director of Ministry with webpage maintenance.
- Onboard new parishioners in our database
  - Send the “Ascension: Updating Info” email
  - Update the mailing code if not LAB (and get mailing addresses where absent)
  - Megan’s List check
  - Enter the “Initial Entry” (into our system) date
  - Add them to our Constant Contacts email list

### **Qualifications**

- This individual must be proficient or be willing to gain proficiency in Word, Excel, Planning Center, as well as online documents such as Google docs. On the job training for Planning Center can take place
- Be willing to learn new software, including website software management.
- Understand Anglican liturgy and the church calendar year and how these are expressed across the various services at Church of the Ascension
- Have keen attention to detail.
- Have a sense of ownership regarding excellent implementation of ministry groups for weekend worship.