

First Baptist Church

Job Description

<i>Position:</i>	Ministries Administrative Assistant
<i>Classification:</i>	Full-Time, Support Staff, Non-exempt
<i>Reports To:</i>	Church Administrator
<i>Evaluations Due:</i>	Annually by Church Administrator and reviewed by the Personnel Committee
<i>Supervises:</i>	None
<i>Physical Demands:</i>	May require prolonged sitting, standing, bending, stretching and lifting up to 30 pounds occasionally. Requires hand-eye coordination and manual dexterity sufficient to operate a keyboard, office machines and technical equipment. Requires normal and/or correctable range of hearing and vision.
<i>Work Conditions:</i>	Work in church environment, involving contact with staff and congregation. Work requires meeting deadlines, maintaining technical expertise, and completing multiple tasks. Regular workweek is Monday through Friday.
<i>Staff Liaison To:</i>	None

Job Objective

While keeping mindful of our church mission (***ALIVE! In The Power of God***), the Ministries Assistant is the first point of contact to the church for the telephone calls or walk-in visitors. The Ministries Assistant will also perform administrative and support services as assigned.

Minimum Qualifications

Individual must believe in Jesus Christ as Lord and Savior and be an active member of a Protestant Church. The position requires a minimum Associate Degree or high school diploma/equivalent with at least three (3) years office experience. Computer literacy and the ability to type 60 words a minute are required. The ability to build and maintain effective working relationships & rapport with members and staff is required.

Duties and Responsibilities

- Reception
 - Answers incoming calls and processes appropriately
 - Receives all visitors to the church office and announces visitor arrival to the appropriate party
 - Operates phone system that includes call forwarding, voice mail, paging, intercom system, auto attendant, etc.
 - Monitors church security cameras
 - Checks out vehicle keys and ensures return, ensure driver's information on file/updated.
- Ministry Support
 - Administers Benevolence Program at the direction of the pastoral staff
 - Provides general administrative/secretarial support as required by pastoral staff
 - Notify Sunday School class teacher & deacon of member hospitalization or death
 - Checks daily obituaries for death of members and their family
 - Orders wind chimes for member remembrance
 - Assists in calling weekly drivers for the Sunday Shuttle
 - Accesses the church database system to help complete projects
 - Assists with church mailings and special projects
 - Maintains shut-in list.
- Administrative
 - Prints daily events calendar for posting
 - Distributes incoming/outgoing mail and sets postage meter daily
 - Records and compiles weekly staff meeting notes for distribution
 - Prepares weekly Wednesday Night Dinner information
 - Updates Weekly Prayer List & Mission Article/Birthday List
 - Updates weekly & quarterly Sunday Shuttle schedule
 - Monitors & orders office/copier supplies
 - Utilizes membership database to prepare reports
 - Updates Community Board announcements and member recognition
 - Coordinates Holy Week Service paperwork
 - Provides backup assistance to ministry staff, support staff and co-workers when needed
 - Secures work area before departure.
- Performance Standards
 - Identifies/evaluates issues and makes accurate and timely decisions
 - Exhibits positive commitment to the job and strives for personal improvement
 - Open to and seeks new ideas and creative solutions
 - Communicates clearly and accurately to staff, peers, and lay leaders
 - Adapts to new people, ideas, and procedures in a changing environment
 - Provides effective leadership to develop workers to accomplish goals
 - Effectively uses available resources to produce efficient and realistic plans
 - Effectively converses with employees and vendors in a Christian-like manner
 - Builds and maintains effective working relationships and rapport with members and staff.

<p>This list is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by supervisor and/or designee.</p>
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