



1. **Position Title:** Equipping Administrative Assistant/ Receptionist
2. **Staff member:** TBD
3. **Reports to:** Equipping Pastor
4. **Relates Closely to:** Equipping Team; Stewardship Pastor; Little Rock Lead Pastor; Communications Team
5. **Purpose of Position:** To provide administrative support to Equipping Team in developing and executing systems and process to equip the saints for work in Ministry. In addition, provide a warm welcome to any guest of The Summit Church.
6. **Time required per week:** 40 hours
7. **Staff Status:** Full-time staff
8. **Primary Responsibilities and Strategic Action Steps**

A. Duties Related to the Equipping Team

- a. Adult Small Groups / Equipping Classes / Special Conferences
 - i. Setup new groups in CCB and assist in managing rosters
 - ii. Manage Groups in CCB (Set up, archive, semester transition)
 - iii. Rooms & Resources
 1. Assist in completing Equipping related calendar requests
 2. Assist in completing Equipping related promotion requests
 - iv. Work with Equipping Pastor and Communications team to develop and package promotional material
- b. Assimilation via Guest Follow Up
 - i. Enter Connect Card and Guest Reception information into CCB
 1. Also make sure new people from Kidz Checkin are added to correct FTG Process Queue
 - ii. Carry out the First Time Guest Process Queue
 - iii. Communicate any other checkboxes on Connect Cards to appropriate staff members (prayed to receive Christ, prayer request, etc)
- c. Assimilation via Growth Track
 - i. Prepare all materials for Growth Track promotion and execution
 - ii. Prepare all materials for Growth Track follow-up
 - iii. Coordinate setup / cleanup for all Growth Track events
 1. Communicate with Barnabus Team & Staff for event times/dates

- iv. Process follow up from each Growth Track event within CCB Process Queues
 - 1. Post Baptism Dates in CCB
 - 2. Follow up on respective ministry leaders relating to Growth Track Process Queues.
 - 3. Ensure
 - v. Process new members and communicate via letter, email and text as required
 - vi. Enter Significant Events in CCB
 - d. Equipping Event Management
 - i. Work closely with Equipping team to:
 - 1. Plan event registration process
 - 2. Assist with event management when possible
 - 3. Assist in facilitation appropriate follow up on action steps associated with Equipping Events
 - di. Host Point Team
 - i. Order gifts and supplies for Guest Reception
 - ii. Print Guest Reception sign-in sheets
 - iii. Assist with planning and execution of Host Team Training events
 - iv. Set up Host Team groups
 - v. Provide administrative support to Host Point Teams
 - vi. Ensure that Welcome Center / First Time Guest information is up to date
 - dii. Adult Ministries Support
 - i. Provide support to any Adult Ministry Events (Men's, Women's, and Marriage)
- B. Duties as Receptionist
 - a. Host and Communication Responsibilities
 - i. Greet guests and assist as needed
 - ii. Answer phones
 - iii. Manage baptism email account, coordinate scheduling, notification, etc for baptism
 - iv. Volunteer Management - ensure a replacement receptionist for any times that Receptionist will be away
 - b. Facility Related Responsibilities
 - i. Meeting with those interested in using our building for weddings (review dates, guidelines & requirements for wedding at TSC, use of facility, rundown of do's and don't's, communication throughout process, etc)
 - ii. Assist with large event responsibilities

- c. Office Assistant
 - i. Manage the work room - perform weekly inventory, order and stock. Keep workroom neat and tidy.
 - ii. Work with phone vendor as needed
 - iii. Distribute mail & packages, code invoices and packing slips as needed
- ci. Prepare weekly Sam's Club order for church; assist with accounting for all Sam's Club purchases

C. Duties Related to Childcare

- a. Assist with Addition of New Workers (CCB, background checks, paperwork, etc)
- b. Assist with set up of check-in process
- c. Communicate with Shelly Greenwood regarding childcare needs for events.