

Administrative Assistant Job Description

Daily:

- Present the church office in a Christ like and professional way
- Retrieve the mail each day
- Sort and distribute mail in the office
- Maintain the church calendar of activities and events
- Answer office phone
- Perform duties for and provide clerical support to the Pastor
- Update and maintain church database

Weekly

- Enter all Sunday guest information into computer
- Prepare and enter weekly attendance rolls and make any changes to classes, as needed
- Create and pass out roll sheets for each Sunday and Wednesday class
- Be sure each classroom/meeting space is prepared for the next meeting/class
- Use database to prepare the Missing 2 Weeks list. Check to be sure there is no overlap between classes
- Send weekly reports (attendance and Missing 2 Week reports) to the Elders
- Reset the sanctuary before each Sunday. This includes, but is not limited to, replacing Bibles, pens, offering envelopes, sign-up sheets, and QR codes on the chairs
- Create a weekly schedule for the janitor that lists all events for the current and upcoming week
- Work with Wednesday Night Meals to create sign-up sheet for the upcoming Wednesday posted in the Sanctuary for the Sunday before

Monthly

- Prepare Membership Packets for Membership Class and prepare meeting space
- Manage the office Ring and Chime, including regular charging

Quarterly

- Order and Distribute curriculum and supplies for all church organizations
- Attend all Church business meetings to take notes
- Type business meeting minutes for future reference

Annually

- Gather and submit attendance information to the TBMB for our annual report

As Needed

- Assist and train on Planning Center
- Order office supplies and worship supplies, as needed. This includes QR codes, offering envelopes, Bibles, pens, etc.
- Buy Postage
- Go to the Post Office
- Prepare materials, handouts, inserts, and mail outs
- Coordinate the use of church facilities and equipment. This includes requesting the facility use approval at staff meeting or through the Pastor
- Assist Pastor and Staff in organizing events and activities
- Assist various ministries with various tasks. This includes, but is not limited to, ordering name tags, facilities requests, announcements, etc.
- Order background checks and maintain confidential records
- Track background checks and report to financial secretary for ministry billing
- Purchase communion supplies and prepare communion
- Perform other duties as assigned