

## Office Coordinator Job Description

1. Produce the weekly bulletin by Friday morning each week.
2. Print, collate and mail the monthly newsletter by the last week of each month.
3. Maintain church calendar.
4. General office work including communication via telephone and e-mail, miscellaneous typing and printing, maintenance of office equipment and preparation of pew slips.
5. Maintain church record book (memberships, marriages, deaths, baptisms, etc.). Provide copies of specific records upon request. Following a baptism, cradle roll details need to be relayed to Flora Kugler for follow-up.
6. Update contact list and mailing lists as needed.
7. **Keep memorial gift records and send out acknowledgements of memorial gifts received. (possible shift of duty to the Memorial Committee)**
8. Order office, custodial and paper goods for the church as needed and/or upon request.
9. Assist in the preparation of year-end statistical reports.
10. **Maintain attendance records?**
11. Other duties as assigned by the Pastor.