

1C Church

JOB DESCRIPTION

Job Title: Ministry Assistant/Receptionist

Ministry Purpose: To administrate the operations with the church office and maintain the services of bookkeeping, church calendar, answering of phones and emails, publications, and correspondence.

Service Relationships: The Ministry Assistant/Secretary is directly responsible to the Senior Pastor or other assigned ministerial staff.

It is highly important to show God's love in action to everyone you encounter

- Facilities, Broken Mug employees and patrons, renters, anyone who stops in for assistance, tour, questions, etc.

TRAINING & EDUCATION NEEDED:

- High School graduate or equivalent with courses in typing, filing and office methods. Will train.

FUNCTIONAL REQUIREMENTS:

- ***Lifting:*** 1-20 pounds from floor to waist, waist to shoulder and above shoulder: 21-50 pounds from floor to waist.
- ***Standing/Sitting:*** 3-5 hours; ***Walking:*** 1-3 hours
- ***Lower Extremities:*** Occasional squatting, kneeling, and climbing stairs.
- ***Upper Extremities:*** Frequent gripping and grasping; occasional pinching and push/pull required. Ability to use keyboard
- ***Equipment:*** Frequent use of computer/keyboarding; occasional use of carts.

Job Duties:

- Acts as the church office receptionist directing phone calls, appointments, and guests throughout the church.
- Coordinates the Planning Center Online and keeps records of the administrative forms related to all events.
- Keeps ministerial staff, pastors, and others informed of crises or ministry opportunities within the congregation and community.
- Maintains church files in cooperation with the Church Secretary, Leadership Team and Church Treasurer.
- Maintains confidential files of the ministerial staff.
- Prepares, edits and produces all church publications including church newsletter, worship bulletins and denominational statistics.
- Edits and publishes minister's sermons, messages and presentations both printed and projected.
- Prepares news releases in cooperation with the Senior Pastor and ministerial staff.
- Assists the Pastor in preparing worship action, events, baptisms and special presentations.
- Coordinates and helps administer ministerial staff appointment calendars in conjunction with daily church office activities.
- Assists the Church Treasurer and Counting & Finance Committee with all Church Budget reports and accountability.
- Other duties as assigned.