

ADMINISTRATIVE SECRETARY/RECEPTIONIST

The administrative secretary/receptionist is responsible to provide clerical support to the administrative assistant and pastoral staff and to present a positive image to those who contact the church by phone or in person.

Ministry Area/Department	General staff/administration
Position	Administrative secretary/receptionist
Accountable To	Administrative assistant
Ministry Target	Pastoral staff/church in general
Position Is	Paid staff
Position May Be Filled By	Church member or regular attendee
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Clerical skills such as filing and typing • Pleasant phone manner • Computer keyboard knowledge/experience • Organizational skills
Best Personality Traits	Dependable • Discreet • Friendly • Professional • Neat
Passion For	Providing clerical support to church staff and greeting church members and the public, presenting a good Christian testimony to those who contact the church office
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** twenty hours a week
2. **Participating in meetings/training:** up to one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in staff meetings upon request.
2. Receive, screen, direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner.
3. Do simple typing projects and make copies as directed by the administrative assistant.
4. Update the church master calendar. Coordinate calendar with administrative assistant.
5. Greet visitors.
6. File correspondence, reports, church newspaper ads, etc.
7. Duplicate and fold Sunday bulletins and monthly newsletters.
8. Open incoming mail and distribute to appropriate persons.
9. Apply postage; mail correspondence and newsletters.