

## CHURCH RECEPTIONIST / SECRETARY

**Principal Function:** The church receptionist/secretary is responsible primarily for greeting and assisting those who make contact with the church. The receptionist/secretary is also responsible for performing general secretarial duties as described in the document.

**Work Status:** The Church Receptionist/Secretary is a part-time hourly position working 16-24 hours per week with no benefits.

**Direct Report:** Senior Pastor

### Responsibilities:

#### **Area I: Receptionist**

1. Answer and direct incoming calls, receive visitors, make appointments.
2. Serve as the initial contact for benevolent cases; assist per church policy.

#### **Area II: Secretary**

3. Prepare and maintain church calendars:
  - a. Prepare and maintain monthly church calendar according to events schooled by staff and ministry directors.
  - b. Maintain master annual church calendar.
  - c. Assist with scheduling use of building and equipment in accordance with calendars.
4. Type miscellaneous reports, letters, notice of meetings, etc. as requested.
5. Prepare and serve as editor of monthly newsletter (*The Tie*)
  - a. Receive, collect articles;
  - b. Type, print, fold, address and mail the newsletter per postal regulations or email the newsletter.
  - c. Maintain updated database for newsletter.
6. Prepare worship bulletins for Sunday worship and special bulletins for funerals, weddings, etc.
7. Maintain file of memorial contributions; mailing acknowledgments to bereaved family and to contributors outside the church.
8. Oversee inventory and maintain church office supplies. Communicate with Financial Secretary so that office supplies are ordered.
9. Maintain current church mailing lists, phone numbers, membership, and other various lists for labeling.
10. Maintain FBC website in collaboration with designated ministerial staff member.
11. Maintain list of the Wednesday family dinner menus according to food service director's information and reservations on a weekly basis when meals are being served. Revise weekly reservations when notification is received.
12. Maintain and execute "Call Multiplier" (congregational phone call system).

13. Assist with the organization of FBC bus trips.
14. Maintain the First Baptist Church Constitution and By Laws booklet, listing all proposed amendments, all amendment changes with dates, after church approval.
15. Meet with Personnel Committee for evaluation and assistance.
16. Perform other duties as assigned.
17. Notify the Senior Pastor prior to any absence. Requests for vacation and leave must be approved by the Senior Pastor.
18. Function as a member of a Christian team (a) dedicated to serving the church and the congregation for the fulfillment of our mission, (b) committed to consistently maintaining a professional working relationship with all fellow staff members, and (c) modeling Christian principles in the face of conflict or division.

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