

Calvary Baptist Church

Receptionist/Office Assistant

Ministry Profile and Job Description

Job Title: Receptionist/Office Assistant

Purpose:

The ministries of hospitality and administration work hand in hand to insure that people who have contact with Calvary Baptist Church experience us as a caring fellowship and that the work of our church is well-coordinated and fruitful. The Receptionist/Office Assistant will provide a warm welcome to those who contact the church during the week and will promote the ministries of Calvary by providing administrative support to its staff and members.

Relationships:

The Receptionist/Office Assistant is supervised by the Senior Pastor; works most directly with the Administrative Assistant and other members of the church staff; and is accountable to the Personnel Committee.

Qualifications, Skills and Gifts:

- A strong and growing personal relationship with Jesus.
- A commitment to represent the Lord and His church through appropriate conduct, speech and dress.
- An ability to welcome others warmly in person and on the phone.
- An ability to work well with others in the accomplishment of shared goals.
- A capacity to organize tasks so that work is completed in a timely fashion.
- A willingness to maintain confidentiality in communications with church staff, church members, and others who contact the church office.
- A familiarity with office software applications that allows the Receptionist/Office Assistant to use Microsoft Word, Microsoft Excel, Microsoft Publisher, PowerChurch, and typical internet and email programs.

Description of Duties:

- Serve as the first point of welcome for those who contact the church office in person or by phone; offering greetings, answering questions, taking messages and directing them to church staff as needed.
- Layout, edit and duplicate the church's weekly bulletins, monthly newsletters and other publications.
- Provide administrative and secretarial support to members of the church staff and to committees and teams of the church as needed.
- Work with the Pastor and Administrative Assistant to handle requests for financial assistance and to route those requests appropriately.
- Work with the Administrative Assistant to maintain church records.
- Participate in regular meetings of the church staff.
- Perform additional duties as assigned.

Time Requirements and Benefits:

- The Receptionist/Office Assistant will work approximately 20 hours per week, with additional time possible when needed.
- Compensation for the Receptionist/Office Assistant will be based on experience and qualifications.
- All matters pertaining to compensation, vacation, sick leave, insurance, social security and performance evaluations will be governed by the current personnel policy documents of the church.