Job Description
Church Administrative Assistant
The First Baptist Church of Shallotte, NC

Purpose:
By participating on the staff Ministry Team at First Baptist Church of Shallotte, the Church Administrative Assistant will assist the Church in fulfilling the Great Commission by serving as the Church's primary Receptionist and Secretary.
This is a 20-hour per week part-time position.

General Characteristics and Expectations:
1) A clearly articulated salvation experience and commitment to Jesus Christ as Lord and Savior.
2) A dedication to service in a church office and the biblical values associated with that service
3) A general understanding of Southern Baptist principles and practices.
4) Demonstrated relevant experience
5) Relevant education and training as required to fulfill the duties of the position
6) A demonstrated ability to relate to all ages
7) Professional competence and a commitment to excellence
8) A willingness to work within guidelines, policies, procedures and the budget of the church
9) A commitment to character traits expected of church staff members, such as punctuality, humility, integrity, honesty, and purity.
10) Character traits needed to work with the public, the staff, and the congregation, such as patience, kindness, and gentleness
11) A willingness to work closely with the Pastors, church leaders, and the staff Ministry Team to carry out the goals and vision of the First Baptist Church of Shallotte.

Primary responsibility:
The Church Administrative Assistant facilitates the flow of information and communication between the public and the church staff, keeps the daily functions of the church office running efficiently, and manages the resources needed for the ministries of the church to be effective.

Expected Proficiencies:
- Microsoft Office (expected proficiency in MS Word, Excel, Publisher, and PowerPoint)
- Ability to learn Church Management Software
- Google Calendar and Docs
- Ability to use and navigate online resources
- Working knowledge of social media
- Appropriate proficiency in writing and editing skills
- Working knowledge of office technology

Job description:
Daily
- Answer phones
- Maintain Church files
- Update church calendar
- Maintain individual data of members, visitors, and prospects
- Welcome and assist all persons visiting the office
- Receive, store, and/or distribute mail and packages (may require lifting up to 25 lbs.)
- Facilitate communication between visitors, staff, and Pastors
- Perform other duties for the Pastors and/or church leadership as needed

Weekly

- Maintain the church bulletin boards
- Prepare and mail items as needed
- Participate in the preparation of Sunday bulletins
- Prepare prayer list and deliver to all Sunday School rooms
- Prepare distribute Hot Sheet for Sunday School classes
- Mail bulletins to shut-ins
- Send out Welcome letters to visitors and maintain visitors' list
- Prepare and mail letters to new members
- Keep Church database updated
- Prepare and update outreach files
- Maintain church ministry structure within church database
- Update office resources and supplies as needed

Monthly

- Fold and mail newsletter in a timely fashion

Miscellaneous

- Handle benevolence requests and maintain records
- Maintain office supplies and postage
- Facilitate maintenance of office equipment
- Prepare scheduled lists for Deacons, Ushers, Welcome Teams, and Building & Grounds Person of the Week
- Keep Church Financial Manager/Publications Staff informed or updates and assist in preparation of published materials as needed
- Prepare Certificates for Baptisms and Ordinations
- Maintain Visitor's Packets
- Prepare Church correspondence as requested
- Be proactive to help ministry and committee leaders promote, implement, and communicate
- Schedule and maintain use of facilities

Church information:

The immediate supervisor will be the Senior Pastor.
The First Baptist Church of Shallotte is affiliated with the Brunswick Baptist Association, the Baptist State Convention of North Carolina, and the Southern Baptist Convention.

First Baptist Church of Shallotte
4486 Main Street Shallotte, NC 28470
(910) 754-4048 www.fbcshallotte.org

EMPLOYEE STATEMENT OF ACKOWLEDGEMENT & RECEIPT

This is to acknowledge that I have received a copy of the job description for the position of Administrative Assistant. I also understand that it is my sole responsibility to read and understand this description. I further understand that the Personnel Committee and\or the church reserves the right to modify, supplement, rescind, revise, or amend this job description as it deems necessary or appropriate.

I further acknowledge that no oral or implied agreement will alter, change or amend this agreement.

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Employee Signature

_____

Employee Name (Please Print)

_____

Date

_____

Supervisor – Signature

_____

Name of Supervisor [Please Print]

_____

Date