

## ***ADMINISTRATIVE ASSISTANT***

The Administrative Assistant for Glenn View Baptist Church may be a full-time or part-time position based on the current need of the church body. The need for full versus part time may be decided by the Lead Pastor, ministerial staff and Deacon Board in cooperation with the Personnel and Budget/Finance Committees.

### Purpose

To provide administrative assistance as needed by the church and its staff.

### Coordinator

Lead Pastor

### General Expectations

Part-Time: 25 Hours/ week

Scheduled Hours: Monday- Friday, 8:30am-11:00am; (break) 11:30pm-2pm

### Position Responsibilities

Administrative duties to include but not limited to:

- Weekly bulletins and prayer lists
- Various correspondences
- Update calendar on website
- Phone tree messages
- Ensure that pews are stocked with offering envelopes and visitor cards weekly
- Membership roll maintenance
- Provide administrative support for the ministerial staff
- Assist ministerial staff with birthday cards to members
- Monthly calendar
- Literature (newsletters, flyers, etc.)
- Phone duties (incoming/outgoing)
- Special assignments

- When new members join the church, ensure a personal letter is mailed to the person from the pastoral staff expressing our joy in their coming; add

to Church Windows (membership software); add their name to the church roll book; and if they are coming from another church, send a letter to the church they are coming from requesting a letter of transfer in cooperation with the Clerk.

- Email members with various church programs, activities, etc. as needed.
- Email prayer requests as needed.

Individual records are confidential and should not be discussed under any condition with anyone except the individual involved.

18. All work performed by the church secretary Administrative Assistant shall be kept confidential.

19. All records are church property and should be kept at the church by the secretary Admin Assistant.

20. Administrative duties and responsibilities may be done outside of the church office in the event of sickness, inclement weather conditions or special needs, as deemed necessary, and will be subject to approval by the Lead Pastor. Work performed from home shall be kept confidential.