

## LAKE FORK BAPTIST CHURCH

**Job Title:** Administrative Assistant/*Staff Ministry Assistant*

**Job Classification:** Ministry Support  
Part-time Employee  
Hourly Employee  
Nonexempt Employee

**Work Schedule:** 28 hours per week

### **PRINCIPAL FUNCTIONS**

To be a servant of Christ and a worthy example of His calling to all who enter and/or contact Lake Fork Baptist Church. To serve as a first point of contact to visitors. Accurately maintain the Church records, ensure their confidential and safe. Be proficient in general office tasks.

### **General Qualifications**

- Must be able to maintain confidentiality.
- Must possess solid time management skills and organizational abilities. Able to meet constant demands of the job while encountering multiple and frequent interruptions during the workday.
- Pleasing phone voice and personal demeanor.
- Strong keyboarding skills with computer competency and aptitude, particularly with Windows, Microsoft, and Adobe applications. Willingness to learn new computer programs.
- Familiar with general office procedures and equipment.
- Dependability is vital and accessibility is important.
- Must exhibit a caring attitude that will fulfill the church's mission and vision.
- Must be able to pass a criminal background check.

### **WORKING RELATIONSHIPS**

- The Administrative Assistant reports to the Church Administrator, Pastor and/or his designee.
- The Church Administrator will evaluate the Administrative Assistant annually, with assistance of the Personnel Committee.
- *The Staff Ministry Assistant reports to the Pastor and/or his designee.*
- *The Pastor will evaluate the Staff Ministry Assistant annually, with assistance of the Personnel Committee.*
- The Administrative Assistant and *Staff Ministry Assistant* must have a good working relationship with each other plus ministries of the Church and all staff.

### **RESPONSIBILITIES**

- General office duties - greeting visitors/members, phone, upkeep Church incoming email and postal mail. Process orders for supplies as needed. Complete purchase requisitions.
- Maintain and update Church master calendar.
- Update ACS/Realm Church System database as needed. Maintain the accuracy and the integrity of Church membership records.
- Create, update, and print material for Church events/activities and various ministries as needed.
- Assist and contact committees and/or ministries as necessary.
- Media – responsible for all aspects of creating and mailing CDs/DVDs of sermons as requested.
- Social Media – maintain and update Church website, Facebook page, or other social media sites.
- Bulletin – create and print weekly.
- Newsletter as needed.
- Notify staff of hospitalizations of church members/family and list on prayer board.
- Upkeep of copiers and fax Machine.

- Protect study time of staff as directed.
- Update and maintain all Sunday School related items...attendance, promotions, order literature with assistance of the Ministerial Staff.
- Other duties as required.

### **Inappropriate Behavior**

- Tardiness or absence from work without contacting Ministerial staff.
- Revealing personal and/or delicate information gained from access to the ministerial offices.
- Using church and/or office facilities and/or equipment for personal use.
- Unpleasant attitude and personal demeanor toward those phoning or visiting the church office.
- Smoking, drinking, drugs. There must not be the smell or the noticeable effects of these on her/his person.
- Inappropriate Social Media comments or opinions

\*\*The above list of inappropriate behavior is not all inclusive and is presented only as examples. Please note that any personal misconduct or inappropriate behavior that reflects poorly on the integrity of Lake Fork Baptist Church will result in disciplinary action, up to an including termination of employment.

I have read and understand this job description:

Name: \_\_\_\_\_ (Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_