

Angela Williams

Part-time Office Assistant

This is what I do:

- Greet visitors to the building and ensure that security procedures are followed. Assisting visitors when needed.
- Answer the telephone and taking appropriate action based on the caller's request.
- Produce the Sunday bulletin (OP News).
- Process attendance.
- Make ACS updates (the church's database) for visitors and members.
- Perform special tasks and work on special projects as needed. These requests may come from ministers, elders, deacons, Sonshine School, or members. Some examples of tasks have included: creating banners, making booklets and flyers, producing various ACS reports.