

## **OFFICE ADMINISTRATOR**

**Purpose:** To organize the administrative details relating to New Life Church that brings greater coordination and effectiveness to the ministry.

### ***Scriptural Basis:***

1 Corinthians 12:28 – “In the church God has appointed ... those with gifts of administration.” (NIV)

1 Corinthians 14:33 – “For God is not a God of disorder but of harmony.” (Phillips)

**Core Values:** The Office Receptionist is important for these reasons:

- Good management of details enhances productivity and effectiveness.
- The effective coordination of a variety of details and programs builds harmony.
- Good communication develops good impressions and deeper connections.

### ***Lifestyle Requirements:***

- Has made a personal commitment to Jesus as being Saviour and Lord of their life.
- Has taken out membership in New Life Church and is actively involved in it.
- Is committed to growing spiritually and in setting a godly example to both congregation and community.
- Adheres to the Lifestyle Policy of New Life Church.

### ***SHAPE Profile:***

- **S**piritual gift of administration, serving, and helps.
- **H**eat and passion for the well-being of the church.
- **A**bility to multi-task, use the computer and learn new programs, communicate pleasantly with people, and to organize and plan.
- **P**ersonality that is friendly, cheerful, cooperative, punctual, willing, trustworthy, teachable and dependable.
- **E**xperienced in a variety of computer programs and secretarial duties.

### ***Responsibilities:***

1. **Organize the communication of church-wide information**
  - Prepare the weekly bulletin for Sunday morning services.
  - Prepare multi-media announcements for Sunday morning services.
  - Inform the congregation of upcoming events through email and social media.
  - Maintain the church membership list and church directory, and print church directories for the congregation as needed.
  - Compile all necessary reports for the annual general meeting.
  - Produce posters for ministry and other related events.
  - Organize the placement of information on the church bulletin boards.
  - Maintain the church website and social media profiles
  - Manage and maximize the use of the church app

2. **Organize the coordination of office communication and productivity**
  - Answer the phone and direct calls to other staff.
  - Maintain a filing system of church related information (e.g. policies, ministry descriptions, minutes) that can be accessed by other staff.
  - Arrange for the pick-up and distribution of mail to appropriate mailboxes, along with mailing letters as requested.
  - Order and organize office supplies.
  - Assist ministry staff as requested and as is deemed reasonable.
  - Take minutes at staff meetings and distribute them to the staff.
3. **Organize the scheduling of New Life Church facilities**
  - Maintain a calendar of the facilities used by ministry and outside groups.
  - Coordinate the booking and fees related to rental groups.
  - Ensure someone from New Life is designated to be on site during outside groups using the building.
  - Unlock and lock the doors to the church building during office hours.
4. **Organize the Plan to Protect for all church ministries needing screening of volunteers**
  - Assist ministry staff in contacting and following up with volunteers needing criminal and abuse registry checks.
  - Maintain the files of the volunteers, along with their submitted documentation.
  - Review and remind staff as to when volunteers need to update their screening.
  - Maintain P2P Ministry Personnel database

**Accountability:** This position is accountable to the Lead Pastor.

**Length of ministry:** Indefinite

**Expected work schedule:** 32 hours per week, Tuesday to Friday, from 8:30 -4:30 with a 30 minute lunch break each day and two 15 minute breaks.