

# West Cohasset Chapel

## Office Secretary/Receptionist Position Description

*United in purpose to see unbelieving people become committed followers of Christ and equipping God's people to model Christ.*

### **Spiritual Qualifications**

1. Shall give unquestioned evidence of having been born-again and undisputed loyalty to our church and its ministries.
2. The secretary will live a life that steadily and increasingly reflects the grace of God in the image of Christ.
3. The secretary shall not be a member of a lodge or a secret fraternal organization.
4. The secretary shall be a member of West Cohasset Chapel.

The dress code shall be professional and modest.

### **Responsibilities**

1. Create an office atmosphere that is welcoming and comfortable for everyone.
2. Shall report directly to the Pastor and indirectly to the Board of Elders.
3. The secretary/receptionist is a part-time, hourly position, up to 24 hours per week. (Monday, Tuesday, Wednesday, Friday, 9:00 a.m. to 2:00 p.m.). The scheduled office hours shall be posted and followed.
4. The secretary shall greet and assist visitors and callers in a Christ-like manner and refer people to the appropriate ministry or people.
5. The secretary shall be knowledgeable of all calendar events for all the church ministries.
6. Maintain a clean and neat foyer office area.
7. Coordinate free advertising for church events.
8. Coordinate purchasing in order to utilize tax-exempt status.

### **Skills**

1. Desktop publishing skills; word processing, spreadsheets, presentations, databases, Canva.
2. Professional office etiquette.
3. Must maintain confidentiality.
4. Willing to seek professional growth and upgrade skill level as needed.
5. Good interpersonal communication.

### **Daily Office Duties**

1. Pick up mail, sort and distribute.
2. Check voicemail and respond appropriately.
3. Check email and respond appropriately.
4. Meet with the pastor for notes and projects.
5. Manage social media accounts including Facebook, Instagram, and YouTube to ensure they are current and accurate.
6. Pay bills as needed.
7. Update and maintain church ministry and office calendar and agenda.

### **Weekly Office Duties**

1. Work on bulletin.
2. Upload the worship folder and other items as needed on the website.
3. Update announcement PowerPoint and OBS video.
4. Coordinate sermon distribution to appropriate media venues.
5. Update website.
6. Update and create digital church forms, including maintaining correct email addresses for recipients.
7. Visitor Welcome Coordination
  - a. Receive, respond, and direct new information cards to the appropriate person/ministry.
  - b. Send, mail, or email a welcome packet to new attendees who fill out a connect card.
  - c. Develop and support a welcome area, which includes packages/information for visitors.
8. Upload pastor's letters to the website and social media.
9. Keep bulletin board updated.
10. Collect, count, record, and deposit weekly offerings with the Church Ministry Coordinator.
11. Send weekly Sunday volunteer email.

### **Monthly Office Duties**

Perform backup on external hard drive of all church files. Follow patterns and principles for worship folders during each season to help remind you what we did in the past to aid with upcoming events

### **Annual Office Duties**

1. Update church directories, or more often as needed or directed.
2. Put together an Annual Report.
3. Update nominations for the Annual Report.
4. Update and print new Ministry Leads and Team Member Lists after receiving information from the Nominating Committee and the Annual Business meeting.
5. Monitor website, internet browsers, and social media for accuracy of service times and Pastor name.
6. Support ministry leaders or planners with promotional materials, such as save-the-date cards and invitations for outreach events, etc.
7. Update voicemail message to ensure it is accurate for summer and fall worship times.
8. Order, Create, and update the Church Ministry and Office Calendar for upcoming year.
9. Send monthly volunteer emails.
  - a. Deacon of the Month
  - b. Safety Team Members
  - c. Coffee and Connections Team
  - d. Gather Greeters and Ushers names from ministry leaders.

### **Position Support Duties**

1. Provide missionary letters to Missions Team in the manner they have requested. Inform them if a missionary will be in the area or planning to attend here.
2. Make copies for people in all ministries of the church who request it.
3. Type for pastor, worship folder, directory, correspondence, and any typing for ministries that request it.
4. Order supplies as requested by the various ministries. Remind the ministry leaders of the need to request advance permission from the Deacon Board if the expense is above \$250.00.
5. Maintain a list of preferred vendors for purchasing.
6. Organize file cabinet, file items in system for future use, file and distribute paperwork to the appropriate location as directed.
7. Deliver mail to the post office, keep the office supplied with stamps, etc. as directed.
8. Order necessary office supplies and paper after consulting with the office staff.