

## **Job Description for Administrative Ministry Assistant First Baptist Church, Los Alamos, New Mexico**

### ***Principal Function:***

Assist the Staff and congregation in the day-to-day management of the church.

### ***Qualifications:***

1. Born-again Christian, committed member of FBCLA.
2. Keeps confidentiality in all matters.
3. Pleasant and gracious social disposition, enjoys working with people.
4. Detailed, organized, and acquainted with basics of office management.
5. Familiarity with phone systems, copiers, fax machines, and other office equipment.
6. Computer skills, including word processing, presentation software, e-mail, spreadsheets, and scheduling/calendar software.

### ***Responsibilities:***

1. Greet visitors to the church office.
2. Answer telephones, direct all calls, and reply to all telephone messages and emails.
3. Schedule appointments with staff as necessary.
4. Communicate with congregation by phone, mail, and email as requested, and prepare other church-related correspondence (such as regular newsletters) for staff.
5. Assist the staff in organizing meetings and activities and in communicating these activities to the congregation.
6. Maintain church membership records and publicly available records of church volunteers (Team leaders, Committee members, etc.).
7. Prepare informational packets for business meetings.
8. Assist staff with ordering and compiling materials such as sermons, notes for weddings and funerals, and educational materials.
9. Compile, archive, and reproduce church reports such as minutes of meetings and other committee reports.
10. Prepare Sunday worship bulletins.
11. Maintain adequate stock of envelopes, guest cards, and other needed materials in the worship center.
12. Prepare visitation and prospect cards.
13. Assist in planning annual budget and in spending oversight throughout the year.
14. Maintain up-to-date calendar of church events.
15. Perform other duties as deemed necessary by the pastoral staff for administrative purposes.