

RED LANE BAPTIST CHURCH
STAFF JOB DESCRIPTION

Job Title: Staff Assistant/Receptionist

Job Reports to (title): Office and Accounting Manager

Exempt or Non-Exempt¹: Non-Exempt / Part Time (25 hours per week)

Job Directly Supervised: (titles/number) N/A

Basic Purpose: To support the ministry of Red Lane Baptist Church by assisting in the day to day office activity of the church working directly with the ministerial and administrative staff. As part of the church staff, the receptionist will show Christ likeness as she receives people when they visit and call the church.

ESSENTIAL RESPONSIBILITIES:

Note: Time percentages are estimates.

A. Serve as church receptionist. Receive telephone calls, make telephone calls, route telephone calls, take messages as required and maintain a record of all calls received. (40% of Time)

B Copy weekly bulletins, fold and place in the proper places in the Sanctuary and other locations as directed.. (20% of Time)

C. Maintain church membership and class attendance information in Automated Church Systems (ACS) computer program. (5% of Time)

D. Assist in typing as required to support ministry needs of the church staff. (5% of Time)

E. Process incoming and outgoing mail,. Prepare, print and address outgoing mail, and receive, open, distribute and file all incoming mail. Take mail to the post office as directed. (5% of Time)

F. Prepare monthly newsletter and send to the printer and Office and Accounting Manager (5% of Time)

G. Provide administrative support for Sunday School and Wednesday night classes as directed. (5% of Time)

H. Assist in performing all other administrative tasks as coordinated through the Office and Accounting Manager. (15% of time)

¹ Fair Labor Standards Act (FLSA) Evaluation Available in Job File in Church Office.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below and the Work Behaviors Checklist² are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Education and Experience

- High school diploma or G.E.D.
- Strong background in use of Personal Computers.
- Proficiency in Microsoft Office (Word, Publisher, Excel & PowerPoint)
- Basic office experience (copier

Skills and Knowledge

- As the person responsible for personally receiving people when they visit or call, the receptionist must represent the ministry and mission of the church. As a result, he/she must have a testimonial of a personal relationship with Jesus Christ and commitment to personal spiritual growth.
- Maintain a cooperative team spirit and an attitude of genuine caring for all church personnel, members, volunteers and others who associate with RLBC.
- Handle personal interactions with tact and diplomacy.
- Reputation for sound judgment and decision-making ability.
- Unquestioned integrity.
- Willing to study and improve in areas of knowledge and skill which need strengthening.
- Maintain an excellent attendance record.
- Personal discretion concerning information of church life and ministry shared in the normal flow of staff relations.

² Completed American Disabilities Act Work Behavior Checklist is available in the Job File in the Church Office.