

Bethel Baptist Church

JOB DESCRIPTIONS

Job Title: Office Assistant

Salary Range: \$10.00 + an hour

FLSA: Non-Exempt

Date Job Description Created/updated: January 2024

Reports to: Senior Pastor or designated supervisor

Subordinate Staff: None

Set Hours of Operation: Monday - Thursday, 10:00 a.m. till 2:00 p.m.

Job Summary: The Office Assistant will provide administrative support to the pastors, staff, and congregation, ensuring smooth day-to-day operations. The ideal candidate should be detail-oriented, possess excellent communication skills, and have a deep commitment to maintaining a warm and welcoming environment within the church.

Essential Functions: The following list was developed through a job analysis; however, it is not to be interpreted as all-inclusive or exhaustive. Other duties may be required and assigned which are not specifically included. A person with a disability which is covered by ADA must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodation.

Essential Function: Administrative Support

- Contribute to the operational success of the office by handling phone calls, emails, and inquiries with professionalism and courtesy.
 - Answer phones with a friendly voice and effectively refer callers to the correct department.
 - Greet office guests upon arrival.
- Maintain and organize church records, documents, and databases.
 - Collect and update reports for Sunday and mid-week gatherings.
 - Life Group Attendance
 - Children and Youth Attendance
 - Worship Attendance
 - Regularly update the Planning Center database.
 - Add new guests/profiles.
 - Update current profiles.
 - Maintain accurate membership records.
 - Receive/Send membership letters.
 - Provide updated membership information for Covenant Member Night.
- Prepare and distribute church communication materials.
- Order and distribute Life Group curriculum.
- Provide administrative support to the pastoral staff by monitoring, organizing, and supporting projects, tasks, calendar items, and other commitments.

Essential Function: Scheduling and Coordinating

- Assist in scheduling church events, meetings, and appointments.
- Prepare for Sunday and mid-week worship gatherings.
 - Schedule the pew team and ensure they have proper supplies.
 - Ensure the connections table has the necessary supplies and materials.

Essential Function: Communication and Member Support

- Effectively communicate with church members, staff, and external parties.
- Assist incoming guests and refer them as appropriate. This includes referring people to community organizations that can best serve their needs.
- Collect, coordinate, assess, and prioritize the spiritual needs of the church body.
 - Receive and notify the appropriate individuals of prayer needs, hospital visits, and funeral arrangements.
- Welcome and assist new members, providing information about church programs and services.
- Prepare and mail new member boxes for new members.

Essential Function: Facility Management

- Oversee the following spaces (ensuring a well-organized environment, well-maintained equipment, and stocked supplies):
 - Workroom
 - CLC Kitchen
 - Office Breakroom
 - Hospitality/Coffee Stations
- Assist in the preparation and distribution of materials for church meetings and events.
- Coordinate with vendors for office-related services and supplies.

Knowledge Skills and Abilities:

- Maintain a vibrant faith in Christ through personal Bible study, prayer, service, and discipleship.
- Must be a member in good standing of Bethel Baptist Church or another local church.

Minimum Qualifications:

- Must be able to work scheduled hours.

Mission Statement: We seek to bring the whole Gospel to the whole person to the whole world.

Core Values: Bethel believes in a team approach to ministry. We fundamentally assert that everyone is made for community and that we are better together.

- Gospel oriented
- A love for people
- “We” above “me” mentality
- Relentless effort
- Think Intuitively
- Humbleness and humility