

First United Methodist Church O'Fallon, Illinois

Office Assistant

Professional Accountability: Office Manager

Position: Part-time, Hourly

Purpose:

The foundation of this position lies in facilitating the effective functioning of the office staff and physical plant of the church. This person will try to show the Grace of God through daily contact with people – always striving to act in a cheerful Christian manner.

Position Summary:

The Office Assistant acts as the receptionist for the church, and will often be the first point of contact and reference for visitors and members. Therefore, an attitude of welcoming hospitality and good communication skills are essential. The Office Assistant will maintain effective communication with all members of the pastoral staff. The Office Assistant must be knowledgeable of the duties of the Office Manager since the Office Assistant will perform the duties when the Office manager is unavailable.

Specific Responsibilities:

The Office Assistant helps with all daily office duties such as answering phones, receiving individuals in the office, helping with local missions, and sorting in-coming mail. The Office Assistant will, at the direction of the Office Manager, help with all special projects and any duties deemed appropriate.

Receptionist:

- Answer all incoming calls, screening and directing to appropriate staff members.
- Assist in screening all individuals coming into office for assistance.
- Give newcomers tours of church during office hours

Computer Skills:

- Proficiency in the use of computer programs such as: Microsoft Office, Publisher, as well as Servant Keeper and Dashboard computer management systems.
- Maintain up-to-date files of member profile information such as addresses, telephone numbers, email addresses, date of deaths, etc. in Servant Keeper, or the management software the church currently utilizes computer program.
- Run and copy church directories for office and other use.
- Enter visitor's info into Servant Keeper or management software church is currently using.
- Type weekly Sunday bulletins and Connections...copy and fold
- Type, copy and fold bulletin inserts: (i.e.) Easter flowers and Music Ministry-Poinsettias, Giving Tree and etc.
- Serve as a back-up for digital connection that is sent out weekly on Friday.

Local Missions:

- Assist with local mission assistance calls, seek Office Manager's approval if any are in question. *(In certain cases Pastor approval will be sought out from Office Manager for higher approval).*
- Update mission records as residents are assisted.
- Handle request from transient individuals for gasoline, food and lodging.

Mail and Mailings:

- Sort and distribute incoming mail.
- Check e-mail and answering machine daily for messages.
- Run labels as required and send e-mails as needed.
- Mail bulletin, the Connection, and the weekly prayer list to shut-ins.
- Be knowledgeable of current bulk mailing procedures; procure items when needed from the post office.

Membership and Attendance:

- Maintain records of membership, in the computer
- Go through Attendance sheets weekly: mail welcome letter to visitors who leave addresses and e-mail info to Pastors

Stewardship:

- Assist with the folding of financial statements and bulk mailing
- Review pledge cards for comparisons
- Handle financial statement inquiries from individuals and research problems

Miscellaneous:

- Maintain Church Calendar
- Communicates prayer requests both printed and digital to pastors, prayer groups and congregation (maintains prayer log)
- Make postcards, labels, etc. for Giving Tree recipients and letters to the families
- Ordering office supplies and shop for supplies if necessary.
- Type special bulletins: Christmas, Ash Wednesday, Maundy Thursday, Etc.
- Communicates prayer requests both printed and digital to pastors, prayer groups and congregation (maintains prayer log)
- Be capable of maintaining the office in the absence of the Office Manager.