



General Details:

- **Part-time:** 20 hours/week (typically from 9:00-1:00 Monday – Friday)
- **Reports to:** Lead Pastor
- **Pay Scale:** will be reviewed and determined by the Finance Committee—who will receive input from the supervisor(s) mentioned above—heading into each new budget year

General Summary of Role:

This person will ensure healthy functioning of the church office.

Essential Responsibilities:

What follows in bold are the essential responsibilities of the individual in this position, with specific examples in the bullets beneath them.

- **To show hospitality to the church's guests, by:**
 - Greeting guests, answering phones, making needed connections, etc. as guests come to the church during working hours
 - Keeping Welcome Bags appropriately stocked at the Welcome Center for Sunday mornings, and keeping record of visitors from Sunday and making sure we send them a follow up letter
- **To oversee the use of the church's facility/property, by:**
 - Receiving, approving, and tracking of requests to use the church's facility—whether by congregants or those outside the church
 - Coordinating with individuals or groups who are using the facility (including weddings), to ensure that proper arrangements are made (manpower, unlocking, set-up, etc.)
 - Maintaining a digital calendar for the office (including the use of the facility)
 - Ensuring that appropriate people have keys and access to the facility (staff, deacons, etc.)
 - Serving as a liaison with the deacons for facility-related needs/repairs that may be needed
 - Coordinating seasonal decorating (Christmas, Easter, etc.) with volunteers
 - Tracking assets of the church (computers, televisions, etc.)
- **To ensure that various office-related matters are cared for, such as:**
 - Handling incoming and outgoing mail
 - Keeping inventory, tracking, and ordering needed supplies for the office, kitchen, etc.
 - Ordering items on behalf of staff members and/or ministry leaders as requested/appropriate
 - Preparing and printing materials needed for Sunday mornings (programs, lyrics, signs, communion elements, attendance sheets, name tags, etc.)
 - Making sure that the lobby and auditorium are clean, stocked, organized, and ready for Sunday mornings
 - Keeping the church kitchen organized and stocked
 - Handling basic legal requirements (such as submitting of water samples quarterly)
 - Maintaining a current and accurate membership roll, as well as a broader database of congregants
 - Ensuring that we have appropriate supplies and people ready for ordinances (baptisms and communion)
 - Coordinating Resource Center volunteers

Qualifications and/or Expectations Regarding “Personal” Life:

- Faith in Christ
- Member of CCC
- Demonstration of godly character
- Spiritual Gifts: administration and service
- Educational Level: minimum of high school diploma (or equivalent), but ideally an Associate's Degree or higher
- Work-Related Experience: ideally will have five years of administrative experience

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____