

Church Office Assistant and Receptionist

Purpose: Provide clerical assistance to the Church Administrator and Pastor(s) at FPC Monterey. Welcome visitors to the church office. Provide administrative support to church staff and volunteers. This key coordination and administrative role involves working independently and part of a close team, as well as regular interaction with the church leaders, members and volunteers. 30 hour work week.

Tasks, Duties and Responsibilities:

- **Reception** **5 hours/week 16%**
 - Greet and welcome visitors to the church office
 - Answer phones and route calls
 - Distribute incoming mail and package deliveries
 - Forward prayer requests to pastoral staff or send out prayer chain when the pastor is not available
 - Update pastoral staff with member/constituent information as it is received by the office

- **Administrative and Clerical** **6 hours/week 20%**
 - Report to and support Church Administrator
 - Assign and communicate with lay readers for Sunday morning worship service(s)
 - Maintain Sunday worship flower list and contact flower arrangers
 - Organize and assist with the preparation of bulk mailings
 - Submit orders for office supplies and track office supply inventories
 - Prepare programs and provide administrative and clerical support for church activities and events such as memorials, weddings, the summer VBS program, Christmas Advent booklet, Christmas drama productions, deacons events, pancake breakfasts, annual report, etc.
 - Provide periodic office support for MMO Pre-school
 - Make facility upkeep/cleaning/repair recommendations to custodial staff, house and grounds committee members, and others. Coordinate with outside vendors.

- **Database Management and Electronic Communication** **17 hours/week 57%**
 - Update database regularly as needed with Sunday attendance, general contact information, and other relevant data
 - Responsible for preparation and transmission of weekly electronic newsletter

Church office Assistant, Non-Exempt Position

First Presbyterian Church of Monterey; www.fpcmonterey.org

- Use graphic software to create posters and bulletin inserts for Sunday worship services, church events and activities
- Prepare weekly worship service Powerpoint slides from Planning Center information
- Archive weekly worship services to website and mail copies to “Friends at Home”
- Maintain and update the church electronic calendar and review with staff for accuracy
- Save and access files, including documents and music files, on the church Google drive
- Create and calendar Zoom meetings and coordinate with meeting leader

- **Other Administrative**

2 hours/week 7%

- Participate in weekly staff meetings by taking notes, going over calendar, and setting up Zoom
- Communicate and coordinate with contracted services for office equipment
- Coordinate facility use and requirements of outside groups
- Provide support for church leaders, members and volunteers
- Other duties as assigned by Office Administrator and/or Head of Staff Pastor

Knowledge, Skills and Abilities:

- Friendly welcoming personality able to greet a wide variety of individuals coming to the church office
- Communicate professionally in-person, on the phone, via e-mail and written correspondence
- Knowledge of database management
- Willingness to learn new skills and take ownership of evolving projects
- Strong attention to detail, good organizational skills and the ability to prioritize with changing situations
- Respect confidentiality of sensitive information/situations and documents
- AA or equivalent in Business Operations/Administration
- 3 years or more of recently applicable experience