

# BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



## Office Manager/Administrative Assistant to the Senior Pastor

Responsible to: Senior Pastor

### *General Job Description*

Assist the Senior Pastor, design and edit documents, keep church office and staff organized to ensure a productive work environment.

### *Skills and Qualifications*

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations
- Must have excellent communication skills, work well with others, be willing to learn and develop new skills, highly motivated, and detailed oriented
- Must be able to work in MS Office products
- Must be able to meet deadlines and progress without direct supervision
- Office administrative experience preferred but not required

### *Responsibilities*

- Serve as Office Manager for the church office
  - Supervise Front Office Administrative Assistant(s)
  - Ensure all supplies are purchased for a smooth functioning office
- Serve as the Senior Pastor's administrative assistant including manage appointments, edit calendar, prepare and mail letters, order supplies for his use and manage monthly reimbursements
- Organize and execute projects the Senior Pastor assigns and communicate with all parties involved in that project
- Edit the Senior Pastor's weekly letter to the congregation and post it on the church Facebook page or church newsletter; submit ideas to help in the composition of that letter as necessary
- Serve as the membership liaison to the Senior Pastor
  - Maintain and oversee all aspects of church membership in Shelby, the church's database
  - Maintain pictorial directory of church members and attenders
  - Gather and record attendance from white cards, online registration, text messages and other sources
  - Prepare and send attendance report to the Senior Pastor and Executive Pastor
  - Maintain digital and paper copy records of attendance from all church services
  - Coordinate all details related to pre-membership class (1st Class)
  - Coordinate all details related to Baptism services
  - Coordinate all details related to Baby Dedication services

# Office Manager/Admin Assistant to the Senior Pastor

## Job Description (cont.)

- Prepare membership slides for each members' meeting
- Maintain "Members Only" group on BBC website
- Manage and edit all events on the church calendar
  - Communicate to appropriate staff regarding additions or changes to the calendar
  - Manage room assignments for use of all rooms on the Church campus and communicate regarding any issues or conflicts
- Maintain staff meeting schedule and communicate with staff members regarding said meeting
  - Oversee staff meeting slides
  - Prepare the room for weekly staff meetings
  - Oversee preparation and distribution of notes for each staff meeting
  - Facilitate catering for extended staff meetings as necessary
  - Plan and execute the yearly calendar planning meeting
- Oversee the editing of all documents before they are printed, distributed or posted.
  - This includes but is not limited to: weekly bulletin, weekly newsletter, prayer request email, monthly calendar, men's newsletter, SS classroom signs, shower invitations, wedding & funeral programs, and thank you notes
- Oversee the BBC website and communicate regularly with the primary editors
  - Print slides from Senior Pastor's Sunday morning messages for his use and post those slides on the church website
- Maintain campus map, print copies for Welcome Center, and post on website
- Serve as the Missionary liaison to the Senior Pastor
  - Maintain a list of current missionaries and their contact information
  - Track/record/plan dates they are the Missionary of the Week and communicate with all parties involved in how we focus on them for that week
  - Communicate regularly with our missionaries
  - Print and post each missionary's update letters in our Missions Hall
  - Plan and oversee visits for our missionaries
  - Screen potential missionaries and once approved by the elders, plan their visit to BBC
- Serve as the POC for Adult Sunday school and update the Senior Pastor as needed
  - Maintain class rosters for Sunday school classes (K5 through adults)
  - Print and distribute attendance sheets each week
  - Communicate with SS teachers and SS Ladies' POC's
  - Prepare weekly announcements
  - Maintain the Adult SS Chart and post on bulletin boards and website