

## Job Description

### Secretary/Receptionist-Part Time

Spring Branch Presbyterian Church

November 2013

**Purpose:** Greet and assist all who visit the church and office. Handle other miscellaneous duties as needed.

**Accountability:** To the pastor as head of staff.

**Duties/Responsibilities:**

Answer telephones and greet visitors. Assure there is coverage for phone and office, recruiting volunteers as needed.

Process Ritual of Friendship forms for visitors and members information.

Prepare Bulletin, Children's Bulletin, and Pres-Press and place in appropriate location for Sunday worship. Prepare Session packets.

Refresh information cards in sanctuary pews as needed.

Maintain church calendar, church literature rack, message board and post the monthly church calendar on the website.

Activate prayer chain as needed.

Work with church administrator and the editors of the membership directory to update all records (paper, electronic, publishing, and mailing labels). Update computer mailing lists. Maintain current lists of committee members. Maintain attendance figures and charts of attendance.

Maintain a list of church contractors, vendors, and service providers. Arrange for routine maintenance of office equipment and other church equipment in a timely and cost effective manner, within authorized limits of or at the request of the Property Committee.

Assure needed supplies are on hand.

Prepare and send memorial acknowledgements.

Perform other clerical duties as needed.

**Requirements specific to the job:** Computer knowledge including Microsoft Office and Publisher. Be able to multitask and have strong interpersonal skills.

**Evaluation:** Yearly performance review prepared by pastor and a representative from the Personnel Committee.