

# RED MOUNTAIN COMMUNITY CHURCH

## JOB DESCRIPTION

**Job Title:** Secretary/Receptionist

**Date:** November 2018

**Reports To:** Church Business Administrator

**Status:** Nonexempt

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### POSITION PURPOSE:

This position greets visitors and answers the church switchboard; directs calls, takes messages and aids those calling to request general information about Red Mountain, events, classes or direction to ministry area for personal needs as well as provides general administrative support. To reflect Christ and perform duties in a way that heads are turned, ultimately so that the truth has greater credibility and God is glorified.

### DUTIES AND RESPONSIBILITIES:

1. Answers the main switch board and greets visitors to provide a warm and caring reception; answers questions or directs to appropriate ministry.
2. Maintains the church calendar, room and van reservations on the data base to ensure good communication between all ministry areas; handles discrepancies.
3. Monitors and distributes incoming and outgoing faxes.
4. Receives and sorts regular mail and incoming emails, forwards to all pastors, elders and staff.
5. Makes coffee and keeps kitchen/break room area tidy.
6. Monitors office supply levels and orders new supplies or special supply orders to insure staff's needs are met.
7. Receives completed Communications Cards from Sunday mornings, types information given on the card and distributes to pastors/staff for follow-up action.
8. Receives prayer requests, forwards to appropriate ministry areas or to those on the prayer team or posts on the staff bulletin board.
9. Communicates with individuals who come to the church seeking benevolence support to process to apply for such assistance and informs them of the process and timing of when they will be contacted.
10. Sends a variety of form letters to people requesting information on baptism dates, classes, welcoming first time visitors or other Red Mountain requests.

11. Receives attendance numbers for Sunday worship, Student ministry, Children's ministry or weekday Women's or Men's Bible Studies, updates master records.
12. Assists Accounting Department with various activities; such as makes bank deposits, validates payment amount, stuffs bills and distributes checks, etc.
13. Coordinates regular mail or special shipping needs; maintains the postage meter to keep it updated, takes mail to post office as needed, ensures outgoing mail is sent out in a timely manner.
14. Coordinates the monthly staff meeting luncheon; orders food, schedules room, requests room set-up, cleans up following the meeting and purchases supplies as needed.
15. Collects sorts and recycles remaining Sunday News Sheets and Communication Cards, recycles when possible.
16. Estimates the number of Sunday News Sheets to be printed; copies and folds News Sheets and provides copies and inserts to the volunteers.
17. Serves as the Notary Public for the church.
18. Aids in completing overflow work for all ministry areas.
19. Performs all other duties as requested by the Pastor.

#### **QUALIFICATIONS:**

Be a follower of Jesus Christ; have a pleasant demeanor; an openness to dialogue and willingness to be scrutinized; an eagerness to serve; wisdom in words; a grateful spirit; a team player; a self-starter; effective communicator both verbally and written; attention to detail with good grammar and punctuation skills; creative problem solving skills; maintain a vital and growing personal walk with the Lord, having a "Christ-like" attitude in serving staff. Clearly demonstrates commitment to RMCC with desire to become a member. Background screening and references.

#### **EXPERIENCE, SKILLS & TRAINING:**

- High school graduate and one to two years of previous receptionist/secretarial experience preferred.
- Previous experience answering a multi-line phone system.
- Current knowledge & skills using various software.
- Ability to maintain a high level of confidentiality.

#### **PHYSICAL REQUIREMENTS:**

This position is primarily in an indoor setting with lifting, holding, carrying, pushing and pulling of objects weighing up to 40 pounds. Stooping, crouching and reaching are necessary.