



West Valley Missionary Church Secretary/Receptionist Job Description

The secretary/receptionist is responsible to provide clerical support to the pastor and pastoral staff and to present a positive image to those who contact the church by phone or in person.

Ministry Area/Department	General staff
Position	Secretary/Receptionist
Accountable To	Pastor
Ministry Target	Pastoral staff/Church in general
Position Is	Paid staff
Position May Be Filled By	Church member or regular attendee
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Clerical skills such as filing and typing • Pleasant phone manner • Computer keyboard knowledge/experience • Organizational skills
Best Personality Traits	Dependable • Discreet • Friendly • Professional • Neat
Passion For	Providing clerical support to church staff and greeting church members and the public, presenting a good Christian testimony to those who contact the church office
Time Commitment	T-F • 10-12 Hours a week

Specific Responsibilities

1. Participate in staff meetings upon request
2. Receive, screen, direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner
3. Do simple correspondence as directed by the pastor and/or pastoral staff
4. Maintain master calendar of events
5. Keep accurate church records (membership, baptismal, marriage, mailing lists, church directory, etc.)
6. Use word-processing and presentation software to prepare: bulletin, special flyers as needed, monthly calendar, worship PowerPoint slides, annual reports, etc.
7. Make phone calls as directed by pastor and/or pastoral staff
8. Order/maintain office and printing supplies, including stamps or postage
9. Use accounting and spreadsheet software to prepare and maintain monthly financial reports for church treasurer and church board
10. Organize nametags and track attendance