

# First Presbyterian Church Plano

## Position Description

**Position Title:** OFFICE ASSISTANT

**Status:** (Currently) Part-time/20 hours per week.

**Purpose:** To provide basic secretarial and administrative services to the Pastor and other Church staff, including committee chairpersons, volunteers, and project coordinators.

**Accountability:** The position reports to the Pastor and is accountable to the Session.

**Qualifications:** Proficiency in the use of basic software systems (Microsoft Windows, Microsoft Office, Constant Contact, etc.) used to prepare bulletins, emails, spreadsheets, presentations, etc.); previous "church office" experience a plus.

### Duties/Responsibilities:

- Act as focal point for dissemination of information to staff and congregation; communicate to congregants via email blasts (Constant Contact).
- Answer incoming calls; direct inquiries to the appropriate person, especially requests for Pastoral Care or counseling regarding illness, hospitalization, death, prayer request, etc.
- During "office hours," monitor access to front/main entrance door.
- Maintain administrative files and church documents/records in current and orderly manner.
- Prepare the Order of Worship, Liturgist Notes, and Church Announcements for weekly and special services (Microsoft Word).
  - Collect bulletin information from Pastor, Choir Director, and Organist; collect worship participants' names from designated monthly scheduler.
  - Create Liturgist's Notes (for 3-ring binder) based upon weekly bulletin information.
  - Compile information from Committee members for weekly announcements in bulletin insert.
- Record and maintain attendance data from the weekly Attendance Register.
- Initiate New Member welcome correspondence.
- Assist the Pastor, Committee members, and others in preparation of correspondence, reports, charts, and other documents as requested.

- Maintain the churches “Calendar of Events” (currently using MyChurchEvents) for reference by congregants, and coordinate with the Event Committee to prevent conflicts of dates for use of church facilities.
- Monitor scheduled appointment times for maintenance activities inside the church (such as pest control, instrument tuning, HVAC maintenance and repairs, Clothes Closet, etc.) to insure access is provided by a Property Committee member or other responsible staff or committee member, and to avoid interference with scheduled use of church facilities.
- Screen "drop-ins" according to schedule of pastor and staff and as need can be seen.
- Compile monthly/periodic newsletter (using Constant Contact) and deliver to membership via email.
- Update Church membership directory and other historical Church records as required.
- Create, schedule, and publish slides for the church’s scrolling sign; troubleshoot minor issues with Cirrus Systems via phone/email.
- Pick up mail at FPC’s post office box (18<sup>th</sup> Street PO).
- Order and pick up office supplies and custodial supplies as needed.

Last updated: April 9, 2019