

FIRST CHRISTIAN CHURCH  
CO-OFFICE ADMINISTRATOR  
CLERICAL  
JOB DESCRIPTION

DAILY/WEEKLY

1. Project a friendly and positive attitude to staff and visitors to the Church office and others who communicate with the Church.
2. Receive and make phone calls timely and professionally.
3. Maintain office hours from 9:00 AM – 12:00 PM. Days and other times designated by pastor in coordination with Personnel Chair.
4. Work with Pastor and Music Director to prepare the Sunday bulletin (both paper and electronic), including reading the scripture to get a feel for the direction of the service.
5. Pick up the mail daily and distribute it to the proper persons and committees.

MONTHLY

6. Assist with the Newsletter if someone else is putting it together.
7. Send out the electronic Newsletter when ready.

PERIODIC TASKS

8. Send out prayer requests via the prayer chain. (Avg 1 every other week.)
9. If a new person has attended 3 Sundays in a row, make a name tag for them.
10. Maintain the current membership list that is on the computer.
11. Assist committee chairs and members in fulfilling their respective responsibilities.
12. Make appropriate entries and maintain records of baptisms, deaths, bequests, interments in Memorial Garden, and changes in staff, and provide the Board Secretary with this information monthly to enable the Board Secretary to report the same to the Board.
13. Keep all records of new members (record in the black book) and get a sheet filled out that includes each person's name, address, phone number, e-mail address, and emergency contact.
14. Handle all membership transfer requests.
15. Compile and submit denominational and state reports, assisting the Treasurer in preparation of the Annual Report to be filed with the State of Florida.
16. Send out information regarding Special Day offerings and any other information that the Outreach Committee needs to be sent to members.
17. Assist committees with copies as needed.
18. Perform any other duties as may be assigned by the Board or Board Chair.