

## Office Administration Responsibilities

### Responsibilities:

To present a warm and welcome atmosphere to any caller or visitor. To dress appropriately, be on time, and ready to engage in the business of the church.

### Duties:

Handle all incoming calls and visitors.

Pick up the mail from the Post Office.

Keep the church calendar updated.

Maintain church files

Weekly bulletin - design and complete

Monthly calendars, ready to go in the bulletin in a timely manner.

Keep birthday and anniversary cards ready for Pastor to complete.

Address and attendance rosters updated monthly

Make calls as directed.

Order supplies as needed. (copy paper, staples, toilet paper, ink, soap, etc)

Update website weekly.

Any and all other duties designated by the Pastor.

### Complaints:

Please go to Pastor with any complaints and keep communication open. This will help keep unity in the Body and bring glory to God.