

Administrative Assistant

Answers, screens and directs phone calls to Pastoral and other staff members. Provides information, answers questions and is the first contact for all calling or coming to the church office. Updates and maintains voice messaging system.

Maintains and updates membership and attendance records using Church Windows in our computer system. Processes paperwork and maintains information for the Baptisms, weddings and funerals.

Maintains and updates the church's master calendar.

Weekly collects information and prepares and prints the Sunday Worship service bulletin.

Monthly collects information and prepares and prints the Carillon our newsletter.

Coordinates volunteers to come in to help prepare, fold and/or stuff mailing.

Maintains the electronic and hard copy minutes of the three boards; Session, Trustees and Deacons. Copies and distribute minutes as appropriate.

Prepares and send notices, both e-mail and hard copy to appropriate distribution lists for meetings.

Picking up and sorting the daily mail to the appropriate staff or committee chair.

Help with reoccurring or new special projects like; our annual Lobster Sale, printing order forms and tracking print/copy/ mailing costs, the Women's Association (BPW) annual informational booklet, and mission events.

Maintains a master list of donations for weekly and holiday flowers, along with any designated acknowledgments for the Worship bulletin.

Primary liason for phone, computer and copier issues and repair.

Monitors and orders office supplies as well as updating postage machine.