



# ***Position Description***

## ***Administrative Ministry Support/Communications***

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties may be performed by the individual currently holding this position, and additional duties may be assigned. Further details regarding employment and benefits may be referenced in the current version of the FBCH Employee Handbook.*

**POSITION:** Communications Ministry Assistant

**REPORTS TO:** Senior Pastor and the Personnel Committee

**POSITION SUMMARY:** The Ministry Assistant specializing in Communications will serve as a receptionist and an administrative assistant by being the first point of contact during office hours for members and visitors, providing administrative support, especially in areas involving digital and printed communications, to and for the pastoral and non-pastoral staff, and by answering the telephone and any inquiries prior to directing those to the appropriate staff member(s), as necessary.

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent; three years of general administrative and/or receptionist experience preferred

**DUTIES AND RESPONSIBILITIES:**

- Provide greetings and offer assistance to visitors and members of FBCH
- Answer telephone and appropriately answer or direct calls
- Maintain confidentiality regarding all personnel, member, and visitor information
- In coordination with the Associate Pastor of Music, update and maintain church website
- Collaborate with staff to produce and post social media communications and content
- Coordinate with staff to develop, finalize, and distribute all printed communication materials such as weekly bulletin, Sunday School Publications, Children's Activity folders, Nursery/Extended Session schedules, and any other advertisements or announcements
- Prepare, monitor, and update daily communications regarding prayer requests, including adding those to a regular prayer publication
- Prepare and mail weekly visitor contact letters
- Prepare and enter visitor and member data to the church's database
- Prepare reports as requested by pastoral staff and FBCH policies and procedures
- Assist the Financial Ministry Assistant with offering counts and deposits, as necessary
- Maintain effective verbal and written communication with the church and/or oversee effective communication is provided to church members
- Maintain proper priorities at home with spouse and children
- Maintain a positive witness in the community and harmony within the church as a paid representative of FBCH
- Proficient familiarity with Microsoft Office Suite and general computer knowledge required
- Perform other duties as assigned by the Senior Pastor and/or Personnel Committee

**PHYSICAL REQUIREMENTS:**

- Must be able to regularly sit, stand, kneel, lift, talk, hear, walk, move, and perform the essential job functions