

First Presbyterian Church, Napa, CA

Position Description

TITLE: Church Secretary/Receptionist

PURPOSE: To perform services that are people inclusive. Should be sensitive to the purposes of the church and supportive of programs, mission and personnel.

ACCOUNTABILITY:

The Church Secretary/Receptionist is accountable to the Pastor as head of staff or the Associate Pastor and works closely with and receives work assignments from the Administrative/Financial Coordinator.

RESPONSIBILITIES:

Functions of Receptionist

1. Meet and greet visitors to the church office.
2. Answer questions, meeting needs of the congregation and the church community.
3. Receive all telephone calls and distribution of calls including voice mail messages.

Secretarial Support to All Church Programs

1. Provide secretarial services, including correspondence, for Pastor, Associate Pastor and as assigned by the Administrative/Financial Coordinator.
2. Gather information and prepare church bulletins.
3. Responsible for maintaining church office files, including church register, record of visitor attendance, membership database and church calendar.
4. Assist Administrative/Financial Coordinator with financial tasks, as assigned.
5. Prepare and post all mailings.
6. Other duties as assigned by the Pastor, Associate Pastor or Administrative/Financial Coordinator.

EVALUATION:

Performance reviews will be conducted annually by the pastor as head-of-staff and the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

Reviewed: 12/07