

Sunrise Baptist Church
Office Support Staff Job Description

Job Title: Office Support Staff (Position 2)

Employment Classification: Part Time, Non-exempt

Accountable to: Senior Pastor

General Pastoral/Ministry Responsibilities:

- Attend weekly Staff Meetings.
- Support pastors as needed.
- Support staff as needed.
- Support congregation as needed.
- Communicate to the pastoral staff of the needs within the church (for their direction).

Specific Pastoral/Ministry Responsibilities:

- Send correspondence (electronic, ordinary mail)
- Respond to messages as required from staff, the congregation or the general public.
- Plan/participate in church/community events as assigned.
- Answer/Return calls as needed.
- Support Preschool as needed.
- Support various ministries as needed.
- Website Updates and management as needed.
- Social Media updates as needed.
- Church's weekly email (Events and Updates).
- Prepare/edit church documents as needed.
- Prepare/Edit/Print Sunday Materials for services.
- Prepare/Edit/Print Materials for classes.
- Email messages within the congregation as needed.
- Interact/Pray for visitors who are seeking support.
- Support/Reach out calls for church community as needed.
- Supply Ordering/Monitoring for church requirements.
- Support Congregation on projects for the church.
- Design/Edit/Print Signage needed for the church and or/ministries.
- Technical support when needed within the staff or church.
- Church cleaning as needed.
- Other new assignments from the pastoral staff.