

Sunrise Baptist Church
Office Support Staff Job Description

Job Title: Office Support Staff (Position 1)

Employment Classification: Part Time, Non-exempt

Accountable to: Senior Pastor

This person will need to uphold the following standards:

- Be a committed Christian, able to thrive in a challenging environment
- Be in regular attendance at Sunrise and active in the life of the church
- Be skillful in working with people and work well as a part of a team
- Have the necessary technical skills to complete assigned tasks

Success at this job will require Character Qualities and Skills:

- Character Qualities include: Motivated to Serve the Lord, Servant's Heart, Love for Sunrise, Team Player while able to Work Independently, Holds Confidences, Flexible, Reliable, Teachable, Personable, Orderly, Follows Directions, Positive Attitude.
- Skills include: Good communication skills face-to-face and on the phone, Creative (Graphic Design experience would be an asset), Able to multi-task and work through interruptions; Familiar with and can operate computer programs such as current version of Microsoft Office Suite and other Data Entry Software; Able to organize; Detailed Oriented; Have some experience in accounting practices.

Job Description:

Assimilation- Working with the tasks that will welcome a new visitor through the various steps leading up to possible membership; including but not limited to: attendance records, information gathering, welcome packet maintenance, and Newcomer event and Membership class (Sunrise 101) support.

Communication- Maintenance of Church Bulletin Boards, Creation of PowerPoint announcements, Web-site management, e-mail distribution of various congregational announcements

Secretarial- Congregational meeting support; Pastoral support; Data entry; Directory; Reception and phone; Maintain office, janitorial, and kitchen supplies; File maintenance; Preschool support; Perform background checks; Sort & distribute mail; .

Event Coordination- Maintain calendar of events, Funeral support, Special project support (Vision Sunday, Christmas, Easter, etc.)

Financial- Process & prepare accounts payables; Monitor office supply & equipment budget; Retrieve financial reports (Congregational giving, budget YTD, Income & Expenses YTD, etc.); Prepare year end donation receipts.

Staff Member- Available for weekly staff meeting as an integral part of the Staff Team. It is expected that the Office Staff will divide these duties but will be cross trained in all applicable functions of the church office as a Team member and thus able to handle functions of the office in the event of days off, vacation, sickness, personal leave, etc.

