

MANASSAS BAPTIST CHURCH

ADMINISTRATIVE ASSISTANT

September 2022

The ADMINISTRATIVE ASSISTANT at Manassas Baptist Church is a Part-Time staff position designed to respond to and serve the needs of the Manassas Baptist Church, it's member and leaders, with primary duties allocated to the day-to-day operating needs of MBC's Staff Team. The ADMINISTRATIVE ASSISTANT is the "face of the church" to everyone who visits or calls Manassas Baptist Church (MBC) for information and/or assistance. As such, the Administrative Assistant must at all times display professional demeanor and be pleasant and respectful to everyone with whom he/she has contact. This position will report directly to Manassas Baptist Church's Administrator. This staff position shall be an equal member of the ministry team at Manassas Baptist Church. This staff member will not exceed allotted hourly allotment. This staff position shall be responsible for instituting and maintaining a warm, welcoming, and professional office environment at MBC for all who come onto church property in keeping with the teachings of Jesus Christ.

Qualifications:

- Have demonstrable competence using computers and related technology (hardware and software) in a professional office setting – Email (Office365 and Gmail), the Microsoft Suite of products (word, excel, publisher, etc.), Zoom for calls and video conferences, and desktop publishing. Ability to quickly learn how to use our remote server and database is necessary
- Be able to demonstrate an ability to work well on a team with lots of different people. Abilities shall be accompanied by an attitude of cooperative helpfulness.
- Be able to demonstrate love for people, the Ecumenical Church, and Manassas Baptist Church.
- Shall demonstrate effective positive relational skills.
- Must be able to sit in the assigned workspace for long periods of time.
- Must be organized and self-disciplined.
- Must be a self-starter, and able to remain productive with little daily instruction.
- Be able to take direction from staff, and complete assigned tasks in a timely manner.
- Must be able to communicate well in word and writing with internal and external parties. Spanish competence is a plus.
- Schedule flexibility and the ability to work some Sundays.
- Possess a vibrant relationship with Jesus Christ, and be in pursuit of an ever-robust Christ-centered life.

Responsibilities:

1. Office Reception and General Administration
 - A. Assist anyone coming into the church office: staff, church lay leaders, members, volunteers, rental partners and their participants, delivery personnel, service providers, and anyone requiring admittance.
 - B. Promptly and courteously answer the telephone, routing the calls or messages

appropriately while personally handling requests as able. Promptly returning missed calls and answering voice mails.

- C. Open the electronic doors for either building for those with credible need to enter the facilities.
 - D. Maintain, manage, and keep organized the MBC office area, office storage rooms, workroom, shared office tools and technology, and other common areas. Order office supplies upon request and need. Order supplies using approved accounts and tax-exempt status when possible.
2. Communications
- A. Immediately informs all pastors of deaths and/or emergency hospitalizations.
 - B. Serves as a backup administrator for the church's Facebook and social media pages, and makes posts to the pages if necessary.
 - C. Processes churchwide email, publications, Sunday bulletin, and brochures.
 - D. Ensures that supplies, brochures, and church information are maintained with up-to-date information in the designated areas for both buildings.
 - E. Write support for the volunteer preparing visitor packets.
 - F. Prepares and keeps current the prayer list and hospital list.
 - G. Assist the ministries and staff team with mailings.
 - H. Receives and distributes mail.
 - I. Parodically as directed by staff, update the Sudley Road sign with upcoming events and activities for the church and/or its renters.
3. Ministry Team Meetings
- A. Publish agenda, keep records and convey information or action plans to others based on ministry team meetings; following up on tasks as assigned. Prepares a report of the meeting and distributes to staff and as appropriate to support staff and elders. Saves a copy on the share drive.
 - B. Agenda includes attendance from the recent Sunday, last week, and last year, and guest information, list of guests with addresses and telephone, list of upcoming items for inclusion in the bulletin and a current prayer list.
 - C. Bring birthday cards for all members aged 75 and over for the ministry team to sign.
 - D. Immediately convey ministry team decisions that need to be included in the bulletin.
4. Correspondence
- A. Welcome letters to all weekly guests (include informational brochures).
 - B. Welcome letters to new members on joining and again following the church vote on their membership.
 - C. Membership transfers related to other churches.
 - D. Homebound/senior birthday/brief meant cards to be signed by the ministry team.
 - E. Publishes it and maintains a meeting directory in the entrance hallway of the Rock building.

5. General Clerical
 - A. Process new members, ensuring names are included in business meeting after membership requirements are met.
 - B. Prepare business meeting agenda from minutes and ensure proper files are maintained.
 - C. Refer social action requests to church administer.
 - D. Provide clerical assistance to ministry team members and/or ministry volunteers when time permits or as instructed by his/her ministry team leader.
 - E. Provide clerical assistance to the church moderator, clerk, treasurer, elders, building and ground, finance, missions, and personnel committees.
 - F. Enlist and train clerical office volunteers, provide regular office coverage Monday through Thursday, 9:00am-4:00pm, especially if there is no one else to cover the front office.
 - G. Help staff, deacon, elders, committees, and other church leaders to be successful in their roles by providing reasonable office support, feedback, and other resources in a timely manner.

6. Deacons/Baptism/Communion
 - A. Provide baptism and communion dates to deacon communion coordinator.
 - B. Ensure that all communion items are available.
 - C. Coordinate baptismal date in time with ministry team – confirm with candidate(s). Provide written instructions to all candidates. Notify appropriate baptismal committee member and arrange key pick up.
 - D. Prepare baptismal certificate.

7. Church Records
 - A. Update and maintain the church Realm database, keeping accurate and timely information on members, prospects and guests.
 - B. Assist the clerk of the church and the elders in keeping the minutes of Manassas Baptist, Inc.
 - C. Record attendance for Sunday school, Wednesday night activities, etc.
 - D. Provide weekly updates of guests to the ministry team.

8. Office Equipment and Computer Support
 - A. Order supplies and call for maintenance for the office equipment.
 - B. Assist volunteers and staff in using copiers, printers, postage meter, etc. Assist in training the ministry team on Realm or other software.
 - C. Overseas the functionality and maintenance of office equipment. Interface with Church Administrator and finance office for any repair, work, or contract exceeding \$200.

9. Scheduling
 - A. Interface with renters by referring them in a timely manner to the Church Administrator.
 - B. Maintain planning calendar in the office hallway and make the church calendar readily available to staff, leaders, and members.

10. Key Control

- A. Keeps inventory of all church keys.
- B. Issues keys in consultation with the church administrator.
- C. Keeps key records updated and on file and checks keys in when persons leave MBC employment.

11. Other duties as assigned by MBC staff or supervisor.