

FIRST CHRISTIAN CHURCH - BRAZIL, INDIANA
Position: Church Administrative Assistant (Part-Time)

Overview:

The Church Administrative Assistant supports administrative functions, coordinating church activities and managing facility use. This role reports to the Senior Minister and works with the Office Manager.

Qualifications:

- Committed New Testament Christian with proven experience in administration.
- Strong interpersonal and organizational skills.
- Exhibits consistent Christian values and professionalism.

Responsibilities:

Administrative Support

- Manage facility scheduling and oversee building use.
- Handle calls, messages, and visitor greetings professionally.
- Process documents and correspondence for pastoral staff.
- Maintain reports, records, and handle special projects.

Coordination and Communication

- Assist with planning and implementing church initiatives.
- Schedule and manage church vehicles and facilities.
- Support elders with shepherding lists and church communication tools.

Additional Functions

- Follow established church policies on attendance, dress code, and safety.
- Other duties as assigned.

Performance Expectations:

- **Quality and Efficiency:** Completes tasks on time, maintains high communication standards, and actively seeks improvements.
- **Dependability:** Consistently meets deadlines, follows procedures, and is reliable in attendance.
- **Initiative and Judgment:** Demonstrates self-motivation and problem-solving skills.
- **Interpersonal Skills:** Maintains positive relationships with staff, members, and the public.
- **Professionalism:** Represents First Christian Church with a positive and courteous attitude.

Note: This job description is not exhaustive. The employee may be required to perform other related duties as directed.

Acknowledgment:

Employee Signature: _____

Date: _____