

First Calvary Baptist Church Mission:

First Calvary Baptist Church is a local Body of Christ that seeks to empower the spiritual lives of the people of Durham and its vicinity. It serves as a community-based congregation serving people of all socio-economic standards, enhancing their quality of life by ministering to the whole person. We are committed to an evangelistic thrust that is centered around the biblical application of the principles and teachings of Jesus Christ.

EMPOWER PEOPLE.

ENHANCE OUR COMMUNITY.

EVANGELIZE IN LOVE.

Our Mission is central to who we are at First Calvary. Everything we do arises from our sense of purpose and mission. To accomplish our mission, we take seriously those who are called to be a part of our team. We look for G.I.V.E.R.S., those with a Growth Mindset, Innovative, Volunteerism, Excellent, Relational, and Servant Leaders. We will never sacrifice our culture no matter how good the talent is!

Position Title: ***Executive Administrator***

Schedule:

Weekdays, weekends, and varied evenings. Must be available on Sundays. Additionally, ministry events happen on Saturdays in the life of the church and this position must be available for that.

Education:

Bachelor's degree preferred; High School Diploma required.

Directly Reports to - Pastor

General Description:

The Executive Administrator position serves as the first point of contact and reference for visitors and members. As the first point of contact and as a representative to the office of pastor, this person must be flexible, people oriented, and committed to a ministry of excellence. Additionally, this position serves as a lead culture ambassador amongst the staff maintaining a healthy team environment. This person will be responsible for completing church related business and will perform general office duties as well as some supervisory responsibilities. This position will direct the physical operation of the Church Office, and manages office activities and duties under the direction of the Pastor. Coordinates communication platforms as well as maintains church schedule, calendar and facility coordination.

Specific Duties and Responsibilities:

- Organize, schedule, and manage the Pastor's calendar for appointments, meetings, and speaking/preaching/ministry engagements.
- Implement, create, develop, and maintain any Pastoral or Ministry projects as directed by Pastor.
- Cultivate a positive, fun, and energetic working environment and culture amongst staff
- Create meaningful and fulfilling relationships within church.
- Communicate and meet regularly with Pastor to coordinate office and Church activities.
- Manage, maintain, facilitate, and lead day-to-day and weekly operations of the Church Office.
- Create, develop, implement and maintain church-wide communications.
- Prepares correspondence and bulletins for Sunday Services, funerals and special worship services and events. Also create and print bulletin inserts.

- Support for Congregation and Guests – The Church Administrative Assistant will greet all visitors, members, and will assist them as needed during office hours.
- Telephone Coordination – The Church Administrative Assistant will become the “during-the-week-voice” of the church. This person must be able to communicate effectively in a broad range of areas by fielding phone calls and communicating messages to the Pastor and other church members. He/she will check the telephone answering system regularly and make notes, return calls or deliver messages to Pastor, etc. as appropriate.
- Correspondence and Outgoing Mail – Compose letters as required or requested. This includes preparing and sending out birthday cards in accordance with Pastor’s wishes; preparing and sending out welcome letters to new members; ensuring those being baptized are provided baptismal instructions; preparing and sending out follow-up postcards to visitors; and other administrative correspondence as requested. He/she will ensure all correspondence as well as all other mail is handled/mailed in a timely manner.
- Incoming Mail – Pick up mail (daily from church mailbox); sort and distribute as appropriate.
- E-mail – Check e-mail regularly during the day and respond, redirect, or flag/print for action as appropriate.
- Maintenance of Church Records – Utilize church management software to maintain all membership records including entering weekly contributions accurately.
- Calendar – Manage and keep an up-to-date master calendar of events for all church activities.
- Reporting – Generate reports when required by Pastor or other church members.
- Maintenance of Office Files – Keep all files in an orderly manner and prepare filing system directions for others.
- Maintain records of baptisms, dedications, weddings, membership, and visitor attendance.
- Office Supplies – Maintain inventory of office supplies and reorder as needed. Make materials available to members as needed.
- Bulletin Boards – Maintain bulletin boards and church calendars with current events.
- Maintain Pastor’s Calendar – Maintain Pastor’s calendar.
- Make travel/hotel arrangements as appropriate for Pastor or visiting guests.
- Additional responsibilities and duties as directed by Pastor and/or church members.

Work Environment: Mostly office • Some off-site work

Physical Requirements: Sitting at a desk (regularly) • Standing (regularly) • Stairs (regularly) • Walking (frequently) • Typing – computer keyboard • Telephone – receive and dial calls • Speaking (regularly) • Hearing (regularly) • Seeing (regularly) • Lifting (up to 25 pounds)