

First Presbyterian Church, Scottsbluff, NE

Office Communication Coordinator

Job Description

Effective Date: January 15, 2024

1. Purpose:

The Office Communication Coordinator shall provide communications and administrative services to the Senior Pastor(s) and other Church staff.

2. Accountability:

The Office Communication Coordinator shall be supervised by and be accountable to the Senior Pastor(s) and the Personnel Committee in the performance of the duties provided for in this description. The Office Communication Coordinator will be expected to attend staff meetings as called by the Senior Pastor(s).

3. Duties and Responsibilities:

- a. Assist the Senior Pastor(s) and other staff with typing, filing, and routine correspondence.
- b. Reception duties to include being present in the office during posted office hours, buzzing visitors in as needed and scheduling the door system to open for events, greeting visitors to the office, answering the phone, and handling voice messages.
- c. Maintain the Church Calendar on hard copy and on Breeze (church management software)
- d. Prepare bulletins for Church services: includes printing a preliminary copy for the Music & Worship Team meeting on Tuesdays, contacting someone to serve as weekly liturgist (per suggestion of Music & Worship Team), providing a copy of the liturgy to the liturgist via email, and printing a copy of the liturgy to leave on the desk for Sunday
- e. Potpourri monthly newsletter – send reminders as to article due dates, prepare printed copies for lobby and mailing to homebound members, and email a copy to the all-church mailing list
- f. Prepare attendance registers for each Sunday, keep attendance records and refer visitors' names to the Senior Pastor(s) and others involved with visitation.

- g. Prepare slideshow for livestream and upload to livestream computer
- h. Prepare coffee and cookies for Sunday in Chapel
- i. Maintain Church records and membership information to include records concerning membership status, baptisms, weddings and funerals (hard copy and in Breeze)
- j. Record Memorial donation information and acknowledge gifts.
- k. Order supplies for the office, kitchen, soup kitchen, and custodial closet
- l. Sort and distribute mail/packages and pick up mail from post office box regularly
- m. Contact those responsible for building matters which require attention, to include persons to make repairs when requested or as necessary.
- n. Prepare Deacon's Handbooks and yearly Church Directory
- o. Church Committees: Send out meeting notices and reminders. Maintain yearly schedule of communion elders and deacon teams and remind as necessary
- p. Prepare Church Annual Meeting report, including requesting committee reports a month in advance
- q. Supervise any volunteers who are available to assist the Office Communication Coordinator with any of these duties. Oversee use of office machines by others.
- r. Other duties as reasonably requested by the Senior Pastor where time permits.

4. Policies:

Employment by First Presbyterian Church is subject to the employment policies provided for in the Church's Personnel Policy Manual, as may be modified from time to time.

5. Evaluation:

Performance reviews will be conducted periodically as provided for in the Church's Personnel Policy Manual.