First Baptist Church Fannin
Brandon, MS

JOB DESCRIPTION

GENERAL

Position – Administrative Assistant
Job Type – Full Time
Report to – Pastoral Assistant
Updated – July 2025

POSITION SUMMARY

The Administrative Assistant is expected to be someone with a deep love for Jesus Christ and His people. The Administrative Assistant supports the day-to-day operations of the church office, providing administrative support, managing communication, coordinating calendars, and assisting ministry leaders as needed. In addition, the Administrative Assistant must maintain professionalism, confidentiality, have a strong work ethic and be able to multitask which is considered essential to this position.

CORE RESPONSIBILITIES

- Assist the Pastoral Assistant and Pastoral Staff when needed
- Manage internal and external communication (email, text, phone, in-person)
- Process and Maintain church membership and transfer records
- Manage and coordinate the church calendar and facility scheduling
- Ensure cleanliness and organization of the Planning Center system
- Oversee the visitor follow-up process to ensure timely and meaningful engagement
- Communicate key information such as prayer requests, funeral arrangements, fellowship meal menus, service time changes, and other congregational updates
- Handle incoming and outgoing mail, packages, and deliveries
- Prepare materials and communications for Sunday services, Bible Studies, and events (online bulletin, featured events, Sunday School Group Events for maintaining attendance, etc.)
- Assist the Media Assistant with update to the church website, promotional items, Church Center App, etc.
- Manage Event Forms, Media Workflow, Event Page, and Registrations
- Support ministry teams with a variety of administrative tasks
- Maintain accurate records of the church cemetery
- Schedule and prepare necessary documents for Baptisms and Deacon Ordination
- Manage Workflows for Deacon Family Ministry Lists
- Maintain office and kitchen supply inventories, as well as office machine records (computers, copiers, phones, postage machine, etc.)

- Maintain organized office files and records (e.g., facility agreements, notarized documents, medical reports, membership records)
- Manage Key Entry System for Facility Doors
- Create and order materials for Member and Guest Bags
- Provide training and operational materials for Frontline Volunteers (Greeters, Member Services, Guest Services)
- Manage Committee Groups and notify Committee Leaders of upcoming business meeting dates
- Maintain confidentiality and use discretion when handling sensitive information
- Serve as needed in other areas of ministry as directed by the Pastoral Assistant

QUALIFICATIONS

- High School Diploma or equivalent; additional education or certification in office administration is a plus.
- Must be a self-starter with the gift of organizing and time management, with the ability to multitask and prioritize tasks effectively, and administrative skills.
- Proficiency in Microsoft Office, Word, Excel, PowerPoint and be capable of learning other programs/apps that are or may be used by the church.
- Must have background of successfully working with ministers, committees, and volunteers.
- Exceptional verbal and written communication skills.
- Attention to detail and commitment to accuracy in all tasks.
- Ability to work independently as well as in a team-oriented setting.
- Must be willing to seek and accept advice, contructive criticism, and direction from other experienced staff members.
- Support the By-laws and Constitution of FBC Fannin.

BENEFITS AND COMPENSATION

- Vacation
  After 90 days of service – 2 weeks
  After 5 years of service – 3 weeks
  After 10 years of service – 4 weeks
- Sick Leave
  Sick leave with pay will accumulate at the rate of two (2) days per month up to a maximum of ninety (90) days. Sick leave days are for personal illness and will not be compensated for otherwise. Any additional leave time must be negotiated with Finance and Personnel Committees and approved by the church.
- Miscellaneous Allowance
  Additional allowances, such as retirement, insurance, etc. will be made available at the time of employment.
- Compensation
  Monetary compensation shall be determined prior to employment by recommendation of the Personnel Committee and approval of the Finance Committee.

All staff members are entrusted by the church to accurately teach or proclaim its doctrine and shall:

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Be prepared to explain the church's religious beliefs and practices to visitors and callers.
- Be always ready to pray with those in need.
- Be prepared to provide religious resources and assistance to those who inquire.
- Faithfully attend and financially support his/her Church.
- Agree to uphold the Church's Statement of Faith, and be willing to submit to the standards outlined in the Employee Handbook.
- Be evaluated spiritually at periodic intervals throughout service with the church.

Evaluation and probationary period

The Administrative Assistant shall expect formal evaluations, initiated by the Personnel Committee, after 90 days of full-time employment and yearly thereafter. There is a 90-day probationary period to evaluate that the candidate is the best fit for the position.

The Administrative Assistant is responsible for the general duties as outlined in this job description, along with other duties as needed. The Personnel Committee may add or delete job responsibilities to this job description.

I understand and agree to abide by the above stated job description.

Administrative Assistant Signature _____ Date _____