

Office Assistant
Job Description (Part-Time) (Approved 4/16/26)

Role Summary

The Office Assistant provides front-line administrative and logistical support for the day-to-day operations of River Valley Alliance Church. Serving under the supervision of the Executive Director, this role supports staff, ministries, and congregants by ensuring smooth communication, accurate records, organized scheduling, and a welcoming office environment. The Office Assistant represents the church's mission and values through professionalism, warmth, and attention to detail.

Core Responsibilities

1. Front-Line Communication & Hospitality

- The OA is on the frontlines and as the receptionist is often the first person the public sees or talks to upon entering the church. In that sense, they must represent the love and acceptance of Jesus to all who come into the office who may be dealing with stress or confusion.
- The OA will facilitate communication with the congregation, prayer requests, advertising of events and announcements, etc.
- Direct questions and requests to appropriate pastoral staff or ministry leaders
- Help cultivate a welcoming, helpful, and Christ-honoring first impression of the church
- Telephone Coordination – 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, managing the phone system, and communicating messages to other staff members.
- Support for Congregation and Guests – Greet everyone as they enter the building and assist them as needed during office hours **M-F 8am-12pm**

2. Administrative & Office Support

- Print sheet music for the 8am service. Put music in the sanctuary for the Worship Team prior to Sunday.
- Prayer Requests – Update the prayer request sheet weekly and send out new prayer requests from Sunday. Print Alliance prayer requests weekly, and Way2Pray monthly. Add new prayer requests during the week.
- Mail – Pick up mail daily and sort/deliver to staff and leaders. Purchase stamps and deliver returned packages to appropriate shipper.
- Office Supplies – Maintain inventory of office supplies and make materials available to staff and congregation, as needed.

3. Calendar, Scheduling & Facilities Support

- New Member Responsibilities: Schedule, organize materials, and find volunteers for food (if necessary) for Meet the Ministry Team, New Member Class, and other events that may arise.
- Schedule reminders in Planning Center for volunteers

- with Senior Adult Fellowship (SAF) group to schedule activities and maintain SAF calendar.
- Receive and follow up on Building Request forms.
- Provide office support (photo copying, material ordering, prep/distribution) for church ministries
- Recruit volunteers as needed to assist with various office/congregation duties (food pick up, SAF communication, sanctuary clean up/reset, cleaning, organizing, etc.)
- Additional responsibilities and duties as directed by the Senior Pastor.
- Maintain and manage River Valley calendars, room logs, yearly schedules for baptism, new member assimilation, nomination procedures, etc.

4. Communication & Publications Support

- Correspondence – Compose letters as requested and ensure that all correspondence is proofread and mailed in a timely manner
- Follow up with people who fill out the Connection Card and assign a member of the Welcome Team to visit.
- Preparation of Bulletin – Gather information for, create, proof and publish the weekly bulletin.
- Maintain information as needed on the back of the Sanctuary chairs
- Maintain the Church mailboxes – Keep a record of all mailbox numbers with names; update as needed.
- Upload weekly sermon to WatertownTV for community broadcasting and create weekly sermon DVDs for homebound.
- Prepare DMM report for GB.
- Prepare documents and arrange room for Governing Board meeting and assist the Senior Pastor at the Governing Board meeting.
- Print and post the Governing Board minutes (and other announcements) on bulletin boards each month.

5. Records, Systems & Data Support

- Maintaining Church Records – Utilize provided software to maintain all membership, visitor and attendance records.
- Maintenance of Office Equipment – Operate copier and call provider with any needs that arise.
- Maintenance of Office Files – Keep all files in an orderly manner. Maintain records of baptisms, dedications, weddings, membership, and guest communication. Provide Certificates of Baptism.

Role Boundaries

- Does not provide spiritual, doctrinal, or pastoral leadership
- Does not supervise staff or volunteers
- Operates under the supervision and direction of the Executive Director
- Escalates policy questions, sensitive matters, or unclear situations to the Executive Director

Qualifications

- Strong organizational and administrative skills
 - High emotional intelligence, discretion, and professionalism
 - Ability to manage multiple tasks with attention to detail
 - Friendly, welcoming demeanor and strong communication skills
 - Ability to work collaboratively with staff, volunteers, and congregants
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Common Ministerial Duties & Religious Exemption

In the performance of their responsibilities, all staff members of River Valley Alliance Church serve as ministry workers who participate directly in carrying out the religious mission of the Church, as defined by the *Manual of The Christian and Missionary Alliance* and the governing documents of River Valley Alliance Church.

Accordingly, each staff member:

- Serves in a ministry role that advances the mission of the Church to know Jesus Christ, exalt Him as Savior, Sanctifier, Healer, and Coming King, and to fulfill the Great Commission
- Models a Christ-centered life and Christian character consistent with the doctrine, beliefs, and values of The Christian and Missionary Alliance
- Provides spiritual leadership, guidance, instruction, and example to others in matters of faith, discipleship, and Christian living, as appropriate to the role
- Participates in prayer, worship, teaching, discipleship, and other ministry activities that express and advance the religious mission of the Church
- Performs other ministry-related duties consistent with the mission of the Church, as outlined in the Employee Handbook or assigned by appropriate church leadership

Because these responsibilities are ecclesiastical and ministerial in nature, all staff positions are designated as ministerial roles and are therefore subject to the religious exemptions permitted under applicable law.