

Ministry Assistant/Receptionist
Broadmoor United Methodist Church, Baton Rouge
Supervisor: Senior Minister
Hours: Full Time (8:00 AM - 5:00 PM Monday-Friday)

Primary Responsibilities include:

Receptionist

- Primary manager of incoming visitors and phone calls throughout the day. Can coordinate with other staff as necessary.
- Coordinate and oversee office volunteers.
- Maintain Senior Pastor's calendar and schedule meetings with members, leaders, and community.

Membership Systems and Data Management

- Enter worship attendance in ACS, our membership management software.
- Update weekly worship numbers both for in-person worship and online, live feed numbers, creating new profiles as needed.
- Maintain church records and prepare Statistical Reports as needed.
- Send first time visitors "welcome letter" in Constant Contact and enter profiles into workflow in ACS and Text-In-Church for follow-up purposes.

Internal Communications

- Coordinate all church and office daily activities.
- Send meeting notifications to committees/team members.
- Prepare staff meeting agendas and Zoom links.
- Provide clerical assistance to church staff and ministers as needed.
- Prepare Charge Conference Packets and Stewardship Mailings yearly.

Facility Usage Coordination

- Maintain church calendar—both internal and external (website).
- Coordinate usage of space with ongoing activities; give full details of rules to anyone using the space.
- Schedule and find locations for new or short-term small groups.
- Organize and update contracts and agreements on facility usage and COVID protocol.
- Main "face" for the community using our space—provide hospitality as needed.

Inventory Oversight

- Keep inventory of office supply needs and order as needed.
- Oversee Office Supply budget and stay within means of that budget.
- Order study materials/books requested by Staff, Small Group Leaders, or Sunday School teachers. This includes short term studies.
- Order, set-up, and care for Easter Lilies and poinsettias. Then remove from the sanctuary.

Assistance with Worship and Special Events

- Schedule baptisms. Send Baptism information sheet to family for completion. Forward to Senior Minister and worship leaders once returned completed. Create certificate of baptism and coordinate creation of baptismal quilts, etc.
- Schedule weddings. Send all necessary information to inquiring bride. Enter reservation on the calendar once deposit is received. Assign a wedding hostess and give contact information to bride and hostess.
- Schedule volunteers for funeral/memorial services. (lock/unlock, lights on/off, sound, schedule bereavement team for narthex/fellowship hall, coordinate the family's needs, etc.).
- Scheduled Christmas poinsettia and Easter Lily set-up with vendor and creation of "honor/memory" list.

Qualities needed:

1. A person with a committed Christian faith.
2. Spiritual maturity, a willingness to learn, and commitment to collaboration and contribution on teams.
3. An appreciation for the ministry of hospitality, especially to those who may be new to our church and community.
4. Moderate to high capacity in technology platforms including but not limited Microsoft Office.

To apply:

Send resumé and cover letter to crangel@broadmoormethodist.org.