

**SAMPLE  
OFFICE ADMINISTRATOR  
MINISTRY DESCRIPTION**

Date



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**GENERAL**

1. Attendance is required at all weekend and midweek services.
2. The Office Administrator is accountable to the Executive Pastor.
3. Attend leadership meetings as requested.
4. Agree to keep the Honor Code.
5. Use Ministry Report forms to communicate needs of people.

**WEEKLY**

1. Office hours to be kept are Tuesday through Friday, 9:00 a.m. to 5:00 p.m., with one hour for lunch, to be taken at noon.
2. Answer phone calls, take messages, check answering service, keep daily phone log, send faxes. Check emails, forward emails to appropriate staff members.
3. Greet and direct people that come into the office. Screen visitors.
4. Pick up mail at the Post Office. Open, date, sort, and file mail. Send out mail and packages. Keep list for mailing labels current.
5. Make appointments for the Lead Pastor.
6. Type correspondence for the Lead Pastor.
7. Keep the church directory updated.
8. Order flowers when a church member is having a baby, sick in the hospital, or when there is a death in their family.
9. Send welcome letters to visitors. Record visitors in Excel spreadsheet.
10. Keep a neat and organized filing system.
11. Keep office calendar updated.
12. Make a rough draft of church bulletin for staff meeting. Make finished copies of the bulletin on Thursdays.
13. Attend weekly staff meetings and take minutes.
14. Purchase office supplies.
15. Oversee the hospitality committee.
16. Be willing to do anything else the Pastors ask of you.