

## church office volunteer job description

*Your mission is to support the ministry and support staff of Southport Heights Christian Church.*

### church office volunteer duties\*

- Stay at the desk in order to answer any telephone calls and direct calls to the correct person
- Assist visitors to the office with needs (food pantry, meetings, daycare, etc.)
- Various clerical duties (mailings, filing, data entry, etc.) will be assigned as needed by office/ministry staff.
- Check mailbox periodically, collect the mail and distribute to the correct office staff.

### church office volunteer skills required

- familiarity with computers
- strong telephone skills
- a smiling voice and positive personality
- a signed application and statement of faith needs to be on file

### church office volunteer time frame

- Volunteer agrees to work between 9:00 AM—2:00 PM
- Volunteer agrees to keep a regular shift (*picking a normal, weekday each week*)

### church office volunteer evaluation

- Volunteers will be evaluated at the mid-point of their term of service
- At this point, we will ask the volunteer to fill out an evaluation of their experience

### church office volunteer dress code

- Business/casual attire

**\*please note:** *You may bring a book, magazine, knitting, etc. to keep you busy when there are no clerical duties available to help with.*

#### MISSION STATEMENT

*Southport Heights Christian Church honors God by loving Jesus, loving others and inviting all into the adventure of serving Him.*

#### VISION STATEMENT

*Southport Heights Christian Church will fulfill its mission by accepting everyone, impacting our community, and creating a safe environment for life transformation.*