Church Office Administrative Volunteer

Purpose

Church Office Administrative Volunteers support the daily work of the church by assisting with clerical and organizational tasks. Their service helps keep the church running smoothly and allows pastors and staff to focus on ministry and care. Administrative volunteers serve the church quietly but faithfully. Their work supports good order, clear communication, and the steady ministry of the church—an essential service that blesses the whole congregation.

Responsibilities may include:

- Answering phones and greeting visitors in the office
- Preparing bulletins, newsletters, and worship materials
- Folding, stuffing, and mailing church correspondence
- Photocopying and assembling materials for meetings or events
- Organizing files and keeping records orderly
- Updating contact lists and membership information
- Preparing welcome packets for visitors and new members
- Assisting with calendars, schedules, and reminders
- Proofreading church communications
- Helping with administrative needs during holidays and special services

Time Commitment

- Flexible, 2.5 - 5 hours/week
- Scheduled in coordination with the church office

Qualities We Value

- Reliability and punctuality
- Respect for confidentiality
- Attention to detail
- Willingness to follow established church procedures
- A friendly, helpful manner

Training & Support

- Orientation and guidance provided
- Tasks clearly explained
- Support always available from church staff

Interested?

Please contact the church office at office@firstpres-durham.org to learn more or sign up.