



## Job Description for Office Angel Ministry

**Connecting, Teaching, Living** - Fort Walton Beach First UMC: Prayerfully making disciples of Jesus Christ for the transformation of the world by **Connecting** with people, **Teaching** God's word, and **Living** our faith through service.

The Connect ministries of our church are focused on connecting people to Christ through building relationships with those in our community. The Teaching ministries of our church are focused on discipling and moving people toward Biblical personal growth. The Living ministries of our church are focused on moving people toward living out their faith. To serving others as Jesus served.

This mission/strategy is beneficial in Clarifying, Moving, Aligning and Focusing the ministries of our church, both program and lay, to be even more effective at making disciples for Jesus Christ.

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Volunteer Job Title: Office Angel Volunteer  
Reports to: Ann-Marie Rider Administrative Assistant  
Length of Commitment: Two years  
Schedule: Meet as needed to help with various front office and administrative duties.

### Purpose

- An Office Angel is a person who **Lives** out their faith by assisting the office staff with many administrative duties such as answering the phone, filing papers, stuffing bulletins, etc.

### Job Duties

- Answer phones
  - Take messages, transfer calls, etc.
  - Answer in a pleasant courteous manner.
- Help fold and tape monthly newsletters
- Help with adding inserts into the weekly bulletins (When needed)
- Make copies
- Stamp envelopes and do mailings
- Help input and maintain the weekly attendance in to the computer (Shelby)
- Help input and maintain church membership in to the computer (Shelby)
- General office duties

Thank you for volunteering to lead this important ministry of our church. You are greatly appreciated!

**“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Mark 10:45**