

Atascocita Presbyterian Church
Office Coordinator
Job Terms
November 2025

Rhonda Blake
1355 Laurel Springs Lane, Unit S1
Kingwood, TX 77339

Position: Office Coordinator

Start date: November 3, 2025

Hours: 9 am to 2 pm, Monday through Friday

Pay: \$28,000 per year

Payday: The last business day of each month

Vacation: Two weeks paid vacation per year

Holidays: As set forth in the APC personnel policies and procedures manual

Reports to: The Pastor and the Commitment Committee

Responsibilities:

- General office duties
 - Open and distribute mail
 - Answer phones and direct calls
 - Answer front door remotely using an Alexa / Ring Camera app
 - Monitor use of office and kitchen supplies and reorder as needed
- Communications
 - Prepare the weekly Narthex News and email to church members
 - Prepare the weekly Prayers of the People and email to church members
 - Prepare the weekly bulletin, post it on the church website, print and fold the copies to hand out on Sunday
 - Prepare the monthly newsletter and email/mail to church members
 - Maintain the church calendar
 - Receive items to include in all of the above by email, phone and in-person
 - Find and add appropriate clip art to the bulletin and newsletter
 - Create a weekly PowerPoint slideshow of upcoming events
 - Update information on the outdoor sign
 - Create slides for upcoming activities and upload to the APC website and to Amazon Photos
 - Maintain attendance pads and add pages as needed
 - Enter attendance to the APC database

- Process reservations received at rsvp@apchumble.org
- Special projects
 - Prepare, print and distribute brochures, pledge cards and posters for fund raising campaigns and other events
 - Prepare Annual Report.
 - Update information included in the officer training manuals, and distribute to the officers
 - Assist the church committees with preparing materials for their projects
- Other duties
 - Advise the church officers of needed maintenance to facilities and equipment
 - Assist in finding, hiring and overseeing the cleaning service contractor, exterminator and yard crew
 - Other duties as required from time to time

The parties acknowledge that this is not an employment contract.

Acknowledged and agreed:

Rhonda Blake

Date

Robert Grawl, Jr., Commitment Committee Moderator

Date