

ATASCOCITA PRESBYTERIAN CHURCH
19426 ATASCA OAKS DRIVE
ATASCOCITA, TEXAS 77346
EMPLOYMENT AGREEMENT
OFFICE COORDINATOR

PARTIES:

The following employment agreement is between the Session of Atascocita Presbyterian Church (APC) and Carroll Hebert (Office Coordinator).

PURPOSE AND ACCOUNTABILITY:

The Atascocita Presbyterian Church Office Coordinator under the direct supervision of the Pastor and Session through the Personnel Committee. The Office coordinator performs the various clerical/secretarial and other duties necessary for the Church. Punctuality, discretion and confidentiality are critical to this position, while interfacing between the community, congregation, visitors, staff and volunteers in a pleasant and professional manner.

RESPONSIBILITIES:

The Office Coordinator is to provide all secretarial services to the APC staff, ensuring optimum quality, efficiency and effectiveness during a 12-hour workweek from 9 am to Noon, Monday to Thursday. *More specifically the Office Coordinator is responsible for:*

Communications, with responsibilities for coordination, updates and monitoring

- Obtains and coordinates submissions, takes photographs, updates and completes information for weekly newsletter (Narthex News) and distributes through approved methods.
- Does Social Media Updating as requested or needed
- Creates and distributes the Monthly Newsletter from article submitted

Coordination of events, meetings, services and calendar

- Updates Calendar
- Assists Committee moderators as needed with clerical help or ordering of materials.
- Daily updates of calendar

Point of Contact

- Answers phones, takes messages and assures flow of information related to messages
- Greets visitors and assists with their needs for communications and space.
- Keeps mailing and contact lists (postal and email) updated and established for appropriate categories, for example, committees, project, homebound, session, newsletter
- Sends and receives mail and gets mail to appropriate recipients.
- Receives fed ex and other deliveries

Supply maintenance and physical plant/equipment support

- Checks inventory levels of supplies (cleaning, office) and arranges to replenish in timely manner.

COMPENSATION:

Compensation will be based on a work schedule of approximately 12 hours per week. Atascocita Presbyterian Church agrees to the following:

- A payment of \$ 15.00 per hour (payable in two equal payments on the 15th and last day of the month).
- Vacation and Paid Holidays are outlined in the Employee Personnel manual

GOVERNANCE

As with all positions within the Church, both full and part time, this position is subject to the policies set forth in the APC PERSONNEL POLICIES AND PROCEDURES MANUAL. Agreed to this 1st day of June, 2019. The agreement begins 6/1/2019 and ends 12/31/2019. It may be terminated by either party without cause with a 30-day notice.

Signature (Carroll Hebert)

Head of Staff _____ Reverend Jacqueline Hannan

Personnel Committee Moderator _____ Carol Cutshall