

Recurring Office Assistance

The Lake Gibson United Methodist Church office is scheduled to be open Monday – Thursday from 9 am until 2 pm. While the Administrative Secretary works to develop materials for the worship services, coordinate use of our buildings, deal with vendors and perform work as directed by the pastor, there are constant interruptions which could easily be dealt with by temporary office assistance.

A recurring office assistant could perform the following type of tasks:

Answer office phones

Direct callers to congregants

Cuts paper materials for bulletin insertions

Help with bulletin insertions

Call committee members to remind them of meetings