

## Receptionist-Administrative Assistant Job Description

**We are looking for a friendly, ministry-minded individual to join our team as our Receptionist-Administrative Assistant. This full-time position (35 hours/week, with weekday office hours) supports our pastors, deacons, and ministry leaders in “making Jesus known”.**

### **What you'll get to do:**

- Provide a “live voice” for callers
- Greet and welcome all office visitors
- Facilitate communication between the body and PBCC staff in a confidential manner
- Provide administrative support for pastoral staff for Bible studies, adult electives, retreats, and special events
- Provide support for deacons and assigned ministries
- Process all room requests, maintaining an online reservation calendar
- Create and update ministry webpages, media posts, events, registrations, as well as sermon posts
- Ensure completion of Newcomer process
- Provide support for communion (elements and servers)
- Order all office and communion supplies
- Schedule vendor maintenance of office equipment
- Support pastors in coordinating onsite memorial services and weddings
- All other duties as assigned

### **Your gifts and skills:**

- Collaborate with pastors, staff, and PBCC body
- Communicate effectively and kindly
- Demonstrate responsibility and reliability
- Approach ministry with maturity and compassion
- Contribute ideas and be open to feedback
- Use initiative and have an adaptable and flexible work style
- Experience with office processes and workflow
- Possess basic Microsoft Office skills
- Ability to learn WordPress, Planning Center Online and Churchteams software

rev 2022-09-20

To Apply: Interested candidates should submit their resume to the following email address: [Bob@pbcc.org](mailto:Bob@pbcc.org).

**Peninsula Bible Church Cupertino  
APPLICATION FOR EMPLOYMENT**

Please Note: All candidates are required to complete and submit this employment application.

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business or other phone: \_\_\_\_\_

If employed, can you submit verification of your legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

How did you learn about this opening? \_\_\_\_\_

Please indicate yes or no. Are you available for full time \_\_\_\_\_ part time \_\_\_\_\_ overtime \_\_\_\_\_ temporary \_\_\_\_\_

Are there any limitations on the hours, days, or time you are available to work? \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, either with our without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

\_\_\_\_\_

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

**POSITION APPLYING FOR**

Job title or type of work \_\_\_\_\_

Desired Salary \_\_\_\_\_ When can you start? \_\_\_\_\_

**EDUCATION**

Please begin with most recent college/university/technical school.

Name of educational institution/location \_\_\_\_\_

# of yrs. \_\_\_\_\_ Completed Major \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Diploma/Degree \_\_\_\_\_

Other training, certifications or education related to the job you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a criminal offense (felony or serious misdemeanor)?  
(Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

---

---

---

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Were you a victim of abuse or molestation while a minor? Yes \_\_\_ No \_\_\_

We understand that this is a sensitive question and we're only asking it to provide, to the best of our ability, a safe environment for our children. If you prefer, you may refuse to answer the above question, or you may discuss your answer in confidence with a pastor rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work.  
I would like to discuss this with a pastor or counselor. Yes \_\_\_

**REFERENCES:**

**List below three persons not related to you who have knowledge of your work or ministry performance within the last three years. Include at least one PBCC or other church reference:**

Name: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Number of years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Number of years acquainted: \_\_\_\_\_

Name: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Occupation: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Number of years acquainted: \_\_\_\_\_

PLEASE COMPLETE JOB HISTORY INFORMATION EVEN IF RESUME IS ATTACHED

**EMPLOYMENT HISTORY:**

**List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. Complete this section even if attaching a resume.**

May we contact your present employer? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Employer \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Position/Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Manager's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

---

2. Employer \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Position/Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Manager's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

---

3. Employer \_\_\_\_\_ Address \_\_\_\_\_

Type of Business \_\_\_\_\_ Your Position/Title \_\_\_\_\_

Your Duties \_\_\_\_\_

Manager's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_ Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

---

Attach pages for additional Employment History information

APPLICANT'S CERTIFICATION AND RELEASE

**Please Read Carefully, Initial Each Paragraph and Sign Below**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that an omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and association from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that nothing contained in the application, or conveyed during any interview that may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

The following policies reflect our commitment to provide protective care of all children, volunteers, and employees who participate in church sponsored activities.

- We must take seriously Paul's admonition to "always conduct yourselves in a manner worth of the gospel of Christ." (Phil. 1:27).
- Adults who have been convicted of either child sexual or physical abuse may not be involved in any church sponsored activity or program for children.
- Adults working with children must observe the "two-adult" rule whenever possible; this requires that adults are never alone with children without an adult partner.

I agree to follow the policies and procedures of Peninsula Bible Church Cupertino.

I further state that I HAVE CAREFULLY READ THE FOREGOING PROVISIONS AND AGREEMENTS AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS FORM AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicant's Signature Date

PLEASE SIGN HERE \_\_\_\_\_

DATE \_\_\_\_\_