

# First Baptist Church Alpine

P O Box 179, 203 N. 4<sup>th</sup> Street

Alpine, TX 79831

(432) 837-2487

## EMPLOYMENT APPLICATION

Date: \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

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

Telephone: (h) \_\_\_\_\_ (w) \_\_\_\_\_ E-mail: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date available to start: \_\_\_\_\_

What hours and days are you available to work? \_\_\_\_\_

If hired, what salary or rate of pay do you expect to receive? \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No  
*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for, First Baptist Church Alpine before?  Yes  No  
 If yes, please give date: \_\_\_\_\_

### Educational Background

	Name/Location of School	Year Graduated	Degree	Areas of Concentration
High School				
College				
Other				

**Employment History**  
(Please begin with most recent)

Employment Date (s)	Employer & Supervisor's Name	Address & Telephone Number	Job Title & Primary Responsibilities	Reason for Leaving

May we contact the employers listed above?     Yes     No

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?

Yes\*     No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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### Church Activity

Please list the churches you have attended over the past five years.

Church Name	Address/Location	Telephone Number	Date(s) Attended

### References

Please list three references (not related to you) that we may contact.

Name	Address and Telephone Number	Years Known/Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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### Non-Discrimination Statement

First Baptist Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

## **Job Description: Church Communications/Office Assistant**

Act as the primary point of contact and administrative support for the church. Key duties include welcoming visitors, answering and directing phone calls, manage churches calendars, organizing files, and performing general clerical tasks such as photocopying, uploading digital documents, and emailing to ensure smooth and efficient day to day office procedures and operations.

### **Key Responsibilities and Duties:**

**Front Desk Coverage:** Greet, welcome and assist all who interact with the church office. Demonstrate Christ-centered hospitality. Demonstrate excellent verbal and written communication skills, fostering positive and professional interaction with all who communicate through the office.

**Communication Hub:** Answer, screen and forward incoming phone calls, manage office email, receive and share information with staff and congregation as directed.

**Administrative Support:** Prepare, edit and send correspondence, memos and emails. Assist the pastor with tasks as assigned and prepare weekly bulletins. Maintain hard copy and electronic filing systems. Assist with updating Church Website and Church App. via Subsplash, and input and view data via Waters Edge, Aplos, and other services as assigned.

**Scheduling:** Book meetings, schedule appointments, and maintain church calendars as assigned.

**Office Maintenance:** Order church supplies, ensure office equipment is adequately serviced and supplies are adequately stocked. Keep reception area and front lobby tidy.

**Clerical Tasks:** Sort and distribute mail. Handle data entry as assigned.

### **Required Skills and Qualifications:**

**Communication:** Skills to professionally and positively interact with all who communicate with the church office.

**Software Proficiency:** Familiar with Microsoft Office Suite (Word, Excel, Outlook) and willing to learn additional programs as needed.

**Organization:** Excellent time management and organizational skills, with the ability to prioritize tasks and handle changes as necessary.

**Attitude:** Maintains a welcoming and professional presence while safeguarding confidential information. Ability to work with and alongside others to accomplish tasks and reach goals.

**Education:** High School diploma or equivalent; relevant experience as a secretary or receptionist is preferred.

Prior experience in churches or ministry is highly valued. Prior experience in customer service, retail, or hospitality is relevant.

Experience operating standard office equipment, such as multi-line phone system and copiers/printers.

