

## Performance Review for Administrative Assistant

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

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

Responsibility	Excellent	Good	Needs Improvement
Performs general secretarial duties for the Church to include typing, answering the telephone, and directing mail to proper channels			
Is computer literate in the use of Microsoft Word and Excel			
Mails giving statements to members of the Church			
With appropriate Committee Chair approval, prepares checks for Treasurer's signature			
Orders office supplies and equipment; orders Worship materials –cups, candles, Christian Education materials for Sunday School, directory printed copies			
Prepares and copies documents for distribution such as bulletins, mailings and letters to the congregation as directed by the Pastor			
Maintains timely office hours as scheduled by the Pastor			

Comments:

\_\_\_\_\_  
(Signature of Administrative Assistant)

\_\_\_\_\_  
(Signature of Evaluator)