



VIRTUAL CHURCH ASSIST - *our process* -



1. ENQUIRY

Submission of initial enquiry online via the website



2. TASKS

Provide us with information or a list of tasks/projects you need support with



3. PROPOSAL

We put together a proposal outlining tasks, suggested hours, quote and any further info



4. MEETING

Once the role, tasks and hours are approved we set up an online meeting for you with your Admin Assistant



5. RELATIONSHIP

Your Assistant works closely with you (4-6 wks) to get to know how you and your church work. After that point, they can work more independently & intuitively to your needs



6. CHECK-IN

After the first 3 months we send you a friendly email to see how things are going and how we can improve our services to better suit your needs

WHAT WE CAN DO FOR YOU - *our services* -

- Administrative support for Senior Pastor (calendar, email & task management)
- Document creation, formatting & editing
- Sunday service preparation (run sheets, bulletins, slides)
- Data entry & church database management (input of weekly 'Connect' cards, updating info)
- Regular website input & maintenance plus sermon uploading
- Church correspondence (weekly newsletter & online communication)
- Church email management (forwarding emails to the right people)
- Manage venue hire & bookings

Plus much more! Just ask us!