



Church Secretary

The Church Secretary is a part time salary position for 20 hours per week, and all responsibilities are “on duty” tasks. The Church Secretary is responsible for assisting the Senior Pastor and Staff with all clerical and Church Office Administration. Under the direction of the Senior Pastor, the Church Secretary will seek to gain perspective from other staff members and the entire congregation in developing and strengthening church schedules, needs, and organization. The Church Secretary position is a Direct Report to the Senior Pastor.

Qualifications:

- The Church Secretary should have the skills to complete the tasks listed in this job description.
- Confidentiality in all matters is a must and extremely critical.

Responsibilities:

- The Church Secretary is responsible for providing clerical support to the Pastor, staff and various programs and ministries of the church.
- Receptionist Duties:
 - The Church Secretary is responsible for all Church Office Communication (i.e., receptionist duties, sending and receiving all written correspondence).
 - The Church Secretary is responsible for compiling and producing the weekly worship bulletin, prayer list and other pieces as necessary.
 - The Church Secretary is responsible for greeting and assist visitors during the work week at the Church Office.
 - The Church Secretary is responsible for coordinating all Church Office communications with the necessary Staff, Team, and Committee members.
 - The Church Secretary is responsible for maintaining the Master Calendar, scheduling and coordinating all Church functions, meetings, and events in accordance with the Master Calendar.
 - The Church Secretary is responsible for all building and property usage and requests.
- Record Keeping:
 - The Church Secretary is responsible for maintaining accurate church membership rolls and other lists as may be required (mailing lists, events list/calendar, etc.)
 - The Church Secretary is responsible for preparing Offering Envelopes and assisting the Church Accounting Company with all financial reporting.

- The Church Secretary is responsible for submitting all check requests and expense reports to the Church Accounting Company.
- The Church Secretary is responsible for performing backup operations for church computer files.
- The Church Secretary is responsible for keeping copies of bulletins, minutes, correspondence, and other necessary materials.
- The Church Secretary is responsible for compiling membership reports, minutes, and other documents needed for church business meetings.
- Communications:
 - The Church Secretary is responsible for preparing all correspondence and other typing requests from pastor and staff.
 - The Church Secretary is responsible for processing bills and other requests for payment in accordance with approved policies and procedures.
 - The Church Secretary is responsible for sending out wide church correspondence.
- Financial Responsibilities:
 - The Church Secretary is responsible for acknowledging memorial gifts as necessary.
 - The Church Secretary is responsible for preparing deposits for the Treasurer of miscellaneous monies given throughout the week.
 - The Church Secretary is responsible for coordinating with Church Tellers for the counting and reconciling of weekly offerings.
 - The Church Secretary is responsible for assisting with counting of offerings when necessary.
 - The Church Secretary is responsible for verifying weekly offerings.
 - The Church Secretary will be a signatory and primary contact for all financial institutions
- Other Duties Include:
 - The Church Secretary is responsible for maintaining adequate office and church program supplies.
 - The Church Secretary is responsible for ensuring that regular maintenance services are performed on office equipment.
 - The Church Secretary is responsible for ordering flowers for the church on occasions of request to be placed in the Church.
 - The Church Secretary is responsible for sending Memorials in Memory of Deceased Church Members.
 - The Church Secretary is responsible for maintaining the Office budget and submits budget requests yearly for Office and Office Equipment needs to the Budget and Finance Team.
 - All other duties commensurate with this position as assigned by the Senior Pastor.

Requirements:

- The Church Secretary must have a clear testimony of Salvation and be a Born-Again believer and follower of Jesus Christ.
- The Church Secretary must be an active member or become a member of Mayodan First Baptist Church.
- The Church Secretary must have the ability to communicate well and lead others.

- The Church Secretary must be a loyal Team Player with the Pastor, Staff, and Congregation of Mayodan First Baptist Church.
- The Church Secretary must be active personally in Community Outreach and be a visible representative for Christ and Mayodan First Baptist Church.