

PORT ROYAL BAPTIST CHURCH

Job Description: Church Secretary

Introduction

The position of Church Secretary at Port Royal Baptist Church is a vital ministry available in and through our church. Consequently, the person selected to this position should be a Christian, with general office and people skills, who truly feels called to Christian service.

Position Description

The Church Secretary will serve as an office assistant, aiding the Pastor and church leadership in carrying out the clerical responsibilities of the church. He/She will seek to use his/her personal gifts and technical skills for the benefit of the church. The secretary is part of the ministry team which will require cooperation with a variety of persons.

Primary Functions

The following is a **general list** of the **basic duties** the secretary is required to perform.

- Perform basic secretarial duties, such as answering phones and receiving visitors in a courteous manner.
- Pick up church mail at the post office as often as directed. Sort the mail for various church organization heads and place in their designated boxes. Forward e-mail and phone messages in a timely manner to the appropriate persons.
- Maintain the church calendar. The calendar includes special church events, facility reservations, organizational meetings, maintenance service contracts, etc.
- Post all membership-related and accounting data into the appropriate software in a timely manner. Back-up files and records daily.
- Acknowledge receipt of gifts to memorial funds in a timely manner. Notify the appropriate individual(s) of the gift that has been received.
- Maintain the church filing system in a current, orderly and secure state.
- Place church literature order and verify delivery.
- Prepare and design the monthly church newsletter, *The Evangel*.
- Prepare bulletins for all services.
- Inventory and order office supplies, request maintenance for church equipment as needed, and assist with requests for other supplies from church staff and workers, such as bulbs, paper supplies, teaching supplies, etc.
- Notify the Building & Grounds Committee of any reported problems regarding the church facilities or equipment.
- Assist the Pastor in preparing the weekly prayer list. Mail prayer letters weekly as requested.
- And other duties as assigned by the Pastor or his designee.

Job Skills & Requirements

In addition to passing a criminal background check as a condition of employment, the Church Secretary must:

- Possess a minimum of a High School Diploma or GED.
- Be proficient in the use of standard office equipment such as copy machine, fax machine, computer/word processor, etc.
- Be familiar with computer hardware and software, including Word, Excel, Outlook, and church management software.
- Possess prior employment experience in the secretarial field preferably in a church office setting.
- Possess effective organizational and communications skills (both oral and written).
- Possess the interpersonal skills to relate to a diverse group of people such as pastoral staff, church leaders, members, and office visitors.
- Conduct him/her self in a courteous and professional manner while keeping a neat appearance and an orderly workspace.
- Be committed to the confidentiality of personal information of the congregation and the staff.

Supervisory Controls

The Church Secretary is under the direct supervision of the church Pastor or his designee. He/she also relates to the Personnel Committee as prescribed in the church constitution and by-laws.

Work Schedule

The Church Secretary is required to be present in the church office during scheduled office hours unless he/she has received prior approval from the Pastor or his designee.

Church office hours are Monday – Friday, 9:00 A.M – 3:00 P.M., closed from 12:00 – 1:00 P.M. each day for a total of 25 hours per week.

I have read and received a copy of my job description. I understand that I am expected to perform my duties as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Employee Signature

Date

Approved - Oct. 21, 2009