

## **CHURCH SECRETARY**

### **Required Skills and Personal Traits:**

- A born again believer and a member of a Southern Baptist Church.
- A personal commitment to Jesus Christ as Savior and Lord and strong desire to serve within a church.
- Outstanding “I care” people skills.
- Excellent clerical, communications, computer and organizational skills.
- Effective verbal, writing, editorial and publishing skills.
- Must have an attitude toward role as “another minister” of the church, not just “office help.”
- Ability to protect the reputation and integrity of others through strict confidentiality. Wisdom to refrain from indiscriminately sharing information is critical.
- Willingness to learn new skills, work as a team player, and overall dependability and accessibility are very important.

### **Needed Skills for the Church Secretary are as follows, but are not limited to:**

- Proficient in the Microsoft Office Suite.
- Ability to operate general office machines, i.e.
  - Copiers
  - Laminating Machine
  - Folding Machines
- Ability to learn to use applications such as Membership Management Application, Worship Media Application, Calendar Creator Application and Phone Tree.

### **The Duties of the Church Secretary are as follows, but not limited to:**

1. Provide pastor and other ministerial staff with administrative support.
2. Maintain church membership records and Sunday School attendance in a timely manner.
3. Maintain online calendar of church events and activities, and prepare calendar for distribution.
4. Answer telephone calls and route/assist callers as needed.
5. Receive all office guests, determine their need, and route to appropriate destination.
6. Sort and distribute incoming mail on a daily basis. Process outgoing mail as required.
7. Maintain the Hospital and/or Prayer list/board notifying appropriate personnel, i.e., Staff/Deacon/Sunday School Teacher of situation. Provide ministerial staff with hospital ministry list.
8. Prepare monthly business meeting material.
9. Prepare and fold weekly bulletin, and mail bulletin or other multi-media items as needed.

10. Prepare and duplicate Wednesday night prayer list.
11. Prepare material for church organizations as requested, i.e., Deacons, WMU, Brotherhood, etc.
12. Prepare and mail letters to congregation and visitors as needed.
13. Prepare and mail bulk mail outs.
14. Maintain and order supplies for the church office.
15. Maintain disk backup of all appropriate material.
16. Schedule appointments for Pastor, keep up with his calendar, make sure he knows of the appointments, make travel arrangements.
17. Transcribe outline and sermon notes, transfer to tech team for worship use.
18. Attend weekly staff meeting.
19. Prepare church annual report for State Board of Missions.
20. Monitor signing out/in church keys, bus keys.
21. Order and distribute Sunday School material.
22. Type and mail quarterly nursery schedule.
23. Prepare cut and insert fliers into bulletin (when necessary).
24. Maintain Lifeway envelope service list (online manager).
25. Perform other duties as assigned.

**Church Secretary will be:**

- Bonded
- Notary Public
- Have Background Check

This job description supersedes all other job descriptions for the position of Church Secretary.

Approved in MBC Business Meeting on February 16, 2014