

Church Secretary

Principal Function

Perform general office work, under the supervision of the pastoral staff, relieving the staff of minor administrative and clerical duties.

Responsibilities

Administrative Duties

1. Prepare documents, including weekly worship bulletins, weekly church newsletters, and any other periodic mailings or emails.
 2. Maintain monthly church prayer list, birthday list, and Deacon care list.
 3. Maintain the online annual church ministry calendar.
 4. Perform general office work; maintain supplies and files; keep records and compile these into periodic or occasional reports.
 5. Review, open, and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of the pastoral staff.
 6. Receive visitors, arrange appointments, and keep calendar of appointments.
 7. Serve as the point of contact for all benevolence requests and the fulfillment of approved requests.
 8. Manage the FBC admin email address.
 9. Exercise tact, courtesy, and diplomacy in receiving phone calls or answering emails; keep calendar of appointments.
 10. Maintain Sunday school and Sunday worship attendance totals and church membership records on church management software; send out appropriate membership letter requests.
 11. Notify committee members of meeting dates.
 12. Prepare the Southern Baptist Annual Church Profile.
 13. Order literature and office supplies.
 14. Assist in training new office volunteers.
 15. Manage church social media.
 16. Be willing to learn how to craft attractive announcement slides.
 17. Perform any other duties as assigned by the pastoral staff or personnel committee.
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Other Requirements

Must agree and sign the FBC Statement on Gender, Marriage, & Sexuality.

Must have a biblical salvation testimony and affirm Protestant evangelical doctrine.