



First Baptist Church

BRANDENBURG

Job Description: *Church Secretary*

Responsible to: Pastor and Personnel Committee

Status: Part Time

Position Overview:

Performs general office work, under the supervision of the pastor, in relieving supervisor of minor executive and clerical duties. The current position consists of a maximum of 25 hours a week, Monday through Friday, including church business meeting clerk duties and staff meetings. Pay is given whenever the church office is normally open but closed due to mandatory/church approved holiday closures. Five unpaid vacation days are given during the church calendar with prior approval of the pastor. There is no pay for sickness and vacation days. Excessive absences could lead to termination.

Ministry Responsibilities:

- Prepare and produce the worship bulletins, monthly calendar sheets, and other printed programs in accordance with the pastor
- Coordinate postal mail and shipping services (e.g., UPS, FedEx) as needed
- Maintain church membership computer files (e.g., Power Church Plus)
- Plan with the custodian regarding baptisms, weddings, and special events
- Answer church telephone during office hours, provide help, and direction to callers
- Order requested Bible study materials, office, and other church supplies as needed
- Prepare the current prayer concerns and documents for mid-week service
- Understands the necessity of maintaining confidentiality of church matters
- Schedule and assist counters weekly at the bank and maintain individual contribution records in the computer system
- Assist the treasurer as required to maintain files for payables and prepare checks for signature with matching invoices and receipts
- Perform other administrative or office-related duties as requested by pastor and staff
- Has administrative access to all social media being used by the church

- Design and print various forms for church with input from staff and other committee members
- Complete Annual Salem Association Report
- Record and maintain contributions to the church
- Prepare and send out yearly contribution statements
- Operates as church clerk at business meetings
- Maintain church calendar
- As a member of the Facilities Usage Team, serve church members and the Facilities Usage Committee in reserving church facilities
- Refer membership and others to appropriate staff, committee chairs, or those responsible for specific decisions

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him
- Be sympathetic to the theological stance of First Baptist Church of Brandenburg
- Ability to effectively interact with staff regarding areas of responsibility
- Be a high school graduate, preferably with both accounting knowledge and administrative experience
- Competent in the use of a personal computer, including the operating system (e.g., Windows), relevant software (e.g., Microsoft Office), and be able to learn new systems as they emerge (e.g., church software, computer updates)
- Good organizational and interpersonal skills
- Willingness to work in a team environment and address the needs of active/prospective members of First Baptist Church of Brandenburg

Supervisor Approval: _____	Date: _____
2022-2023 Church Approved, Finance Recommendation <i>ANNUAL PAY</i> of \$18,277.50/\$702.98 <i>BIWEEKLY</i>	
2022-2023 <i>ANNUAL UNPAID VACATION 5 DAYS</i>	
2022-2023 Regular biweekly pay during church approved office closures/holidays	
Treasurer Approval: _____	Date: _____
Personnel Committee Approved/Amended/Reviewed: _____	

Staff Signature: _____ Date: _____