



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: _____

FIRST BAPTIST CHURCH

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PLEASE PRINT

Date of Application _____

PERSONAL INFORMATION

Social Security Number _____ - _____ - _____

Date of Birth _____

Legal Name _____

Last _____

First _____

Middle _____

Present Address _____

Street _____

City _____

State _____ Zip _____

Permanent Address _____

Street _____

City _____

State _____ Zip _____

Phone No. (Home) (____) _____ - _____

(Cell) (____) _____ - _____

Referred By _____

Are you 18 years of age or older? YES NO

EMPLOYMENT DESIRED

Date you can start _____

Expected Salary _____ OR Wage per hour _____

Are you employed now? YES NO If, so may we contact your present employer? YES NO

Ever applied to FIRST BAPTIST CHURCH before? YES NO

Department? _____ When? _____

Department(s) for which employment is desire _____ Position _____

EDUCATION

	Name/Location of School	Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School	_____		YES	
	_____		NO	
College	_____		YES	
	_____		NO	
Trade, Graduate, Business or Correspondence School	_____		YES	
	_____		NO	

GENERAL

Subjects of Special Study or Research Work _____

Job Related Skills (computer, driver's license certification, **CDL**, etc.) _____

Have you ever been convicted of a felony? If yes, please explain. _____

(Continue on Other Side)

EMPLOYMENT HISTORY

List below your last four employers, starting with the last one first.

Date Month/Year	Employer Name/Address	Phone Number	Supervisor	Salary (upon leaving)	Position	Reason for Leaving
From						
To						
From						
To						
From						
To						
From						
To						

REFERENCES

List below three persons not related to you, whom you have known at least one year.

Name	Address	Phone Number	Position	Years Acquainted
1				
2				
3				

- PLEASE ATTACH YOUR RESUME -

If you are to be hired by FIRST BAPTIST CHURCH (FBC), you will be required to attest to your identity and employment, and to present documents confirming your identify and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the FBC.

I understand that any employment is conditioned on a background check. I authorize the FBC to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to the FBC, without giving me prior notice of such disclosure. In addition, I release the FBC, any former employers and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or FBC. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the FBC unless made in writing by an authorized FBC representative.

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the FBC and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the FBC the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the FBC's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the FBC to hire. If hired, I agree to abide by all FBC work rules, policies, and procedures. The FBC retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____

Signature _____