

Church Secretary Position

The position of Church Secretary at the Mt. Zion First African Baptist Church is a very special ministry available at 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*” and who is willing and able to go “*above and beyond*” the personal investment in a job that is considered “normal” in the secular world of work.

There is much confidential information of which the church secretary will be aware of such as financial records, counseling situations, and other private matters. Therefore, it is ***absolutely essential*** that all items of a personal nature of which she becomes aware ***must remain*** a highly guarded treasure which she ***must*** keep to herself and herself only. It is the position of the this pastor and church that divulging any private matters of any person – church member or not – **will be considered grounds for immediate dismissal.**

By its design and assignment of responsibilities this position is intended ***primarily*** to assist and support our pastor as he plans, develops and implements the various ministries and activities he is led to provide for our church, our church family, and those whom our church serve. To enhance her effectiveness in fulfilling this responsibility, the church secretary is expected to dress and act in a professional manner.

The work station of the church secretary is in the church office/administrative area. By virtue of her location and her duties and responsibilities, she is obviously an integral component in ensuring the smooth, day-to-day operations of our church. Therefore, the church secretary is expected to be in this area unless assigned duties elsewhere by the pastor, or in the absence of the pastor, the pastor’s designee.

The church secretary at Mt. Zion First African Baptist Church is directly accountable to and is directly supervised and guided by the church pastor. In the absence of the pastor she is directly accountable to the pastor’s designee.

Job Description for Church Secretary

- Answer phone and take messages for Pastor and other staff.
- Distribute mail among staff, ministries and committees.
- Sort through Pastor's mail.
- Answer mail - correspondence, phone calls, etc.
- Listen to messages and respond.
- Check email and respond.
- Type letters and schedules for Pastor, and other things as needed.
- Take wedding and funeral information for Pastor.
- Type, print, and fold weekly bulletins, including Children's bulletins.
- Gather weekly announcements, layout early in week for printing in Bulletin.
- Keep Membership Book up-to-date. New members, baptisms, weddings, deaths, transfer in and out.
- Prepare Certificates of Transfer In/Out – notify churches, if requested by a new member.
- Keep computer database up-to-date
- Keep mailing list up-to-date.
- Keep monthly on-line calendar current.
- Type and prepare bulk, all church mailings.
- Responsible for upkeep and maintenance of office equipment.
- Responsible for the ordering of office supplies, including paper.
- Type and prepare Annual Reports.
- Keep office files current.
- Type and keep adequate supply in files of church related forms.
- Prepare New Member Certificates.
- Prepare bulletin for Memorial services, if requested.
- Take rental information that comes in over the phone/email.
- Keep track of table and chairs being loaned out of the building.
- Pass historical data and pictures on to Historical Committee\
- Maintain a current list of key holders and provide keys to personnel as needed.
- Supervision of Volunteer Office Help includes recruiting, scheduling, training, and work review.
- Maintain church website and multi-media preparations
- Type sermons
- Prepare Bible Study materials
- Prepare sermon, announcement and sign-up posters.
- Schedule meeting and arrange appointments as needed for minister and other officials. Maintain an orderly environment including dusting, and straightening materials, equipment, etc.
- Perform other tasks as will be assigned by the pastor. Arrange for work to be done when away for vacation, training events, or leave of any kind. Inform the pastor at least two weeks prior to taking vacation or personal leave. Include the name, address and telephone number of the substitute.
- All the other "little" things that come up during each day!

There will be a probationary period of 3 months beginning at the time of employment.

COMPUTER SKILLS FOR SECRETARY POSITION:

- ◆ Microsoft **Word**
- ◆ Microsoft **Outlook**
- ◆ Microsoft **Excel** (at least *some* knowledge of the program – details can be taught to someone who has used the program before)
- ◆ Microsoft **Publisher** (experience would be a huge bonus for the church, but this program can be picked up by someone who knows how to use Word and Excel)
- ◆ **QuickBooks** (Again, experience would be a jumpstart on the training process, but basic computer knowledge with the Windows operating system means the person could be trained during the planned month-long training.)
- ◆ **Website**

Job Requirements and Guidelines

1. Protect the reputation and integrity of others through strict confidentiality.
2. Develop an attitude toward role as a minister of church, not merely office help.
3. Demonstrate a high level of trust. (A violation of trust will result in immediate dismissal.)
4. Display the ability to communicate well, both verbally and written.
5. Create an environment that is inviting to people passing through on a daily basis.
6. When urgent situations arise, your first priority is to the person involved. Identify the need and its degree of urgency. Then refer, counsel, or take a message for one of the pastoral staff members.
7. Develop procedure for handling complaints and problems.
8. Develop procedure for handling visitors during office hours.
9. Cooperation in scheduling and planning to see that the goals and objectives of the church are being realized is necessary. This assumes a firsthand knowledge of current policies, procedures and programs at the church.
10. Keep abreast of church protocol by keeping policies current and drafting needed policies for the pastoral staff to channel to the Leadership Council.

The successful applicant will be a self-motivated individual and enjoy working with people. Individuals interested in applying should download and complete an application at www.mtzionfab.com. Three letters of reference and supporting information may be mailed to Dr. Earl Pendleton, Mt. Zion First African Baptist Church, 105 Lankford Avenue, Charlottesville, VA 22902. Telephone: (434) 293-3212, FAX (434) 293-3654, Email: elpen0607@aol.com. Deadline October 16, 2009, 5:00 PM or until position is filled.