

First Calvary Baptist Church
Congregational Specialist

Job Description

Supervised by the Executive Administrator/Office Manager (EA/OM)

Hours: Monday-Wednesday 9:00am – 5:00pm

Principal Functions

The Congregational Specialist is a 24-hour non-exempt hourly position requiring direct work with the Executive Administrator/Office Manager and the Pastor in church business. This individual will perform finance work as well as general office duties. A working relationship with the Church Finance Officer/Consultant, Church Treasurer and Trustee Ministry is also required.

Responsibilities:

The Congregational Specialist

- Records tithes, offerings and contributions on a weekly basis (Mondays).
- Records online giving on a weekly basis (Mondays).
- Reconciles financial giving information each week.
- Supplies weekly printout of financial intake each week: Pastor, Financial Consultant, EA/OM.
- Generates mid-year and year-end membership statements. Mails statements to members, June and January.
- Assists the Church Treasurer, Church Financial Consultant, and/or Church Business Administrator with monthly reports and the keying in of data.
- Maintains an up-to-date computerized roster of the church membership.
- Makes necessary changes to church membership information.
- Inputs new member information as received from Sunday Worship Service.
- Compiles, prints, and distributes financial records of members as individually requested.
- Notifies previous churches by letter when new members join.
- Sends letter to new churches of members in good standing when persons move to other congregations.
- Sets up Robo-call program for membership at Pastoral request. Keeps Robo-call account current.
- Maintains an up-to-date list of Deacons and Trustees.
- Assigns persons to Deacon Families.
- Creates updated Deacon Family Lists for Diaconate Ministry.
- Provides administrative support to Diaconate Ministry as needed.

- Develops Church Officer Directory. Update Directory as new Deacons, Deaconesses, and Trustees are selected.
- Sends out Public Service Announcements of monthly Church Activities and events to local publications.
- Keeps an updated list of PSA publications and due dates of announcements to ensure inclusion of FCBC events.
- Answers multi-line phone system and relays accurate messages.
- Covers the phones during lunch periods for office staff.
- Maintains the New Disciple Orientation materials.
- Completes baby dedication booklets as needed.
- Creates labels and lists of various membership demographics for Ministry Leaders.
- Creates various membership and financial reports as requested by Pastor.
- Updates and supplies EA/OM with membership Birthday list each month.
- Works cooperatively and in tandem with EA/OM, Church Clerk, and Assistant Church Clerk on various Church Projects and Church Office functions as needed.
- Assists EA/OM and Pastor with the daily needs of the church.
- Completes various Office tasks as needed and as requested by EA/OM and Pastor.
- Provides office coverage when EA/OM is away, as requested by EA/OM.

Essential Responsibilities to Include:

- Responsible for entering data and producing reports from *Shelby*, the church's current data management system.
- Maintain strictest confidentiality regarding calls, correspondence, data information, membership information, church files, conversations, and personal appearances of those seeking Benevolence.
- Maintain a friendly, composed demeanor in all telephone and personal contacts.
- Record thorough, complete messages and notes received by telephone and in person.
- Provide administrative, clerical and publication assistance as needed. Such activities shall include those items within the Church Office as requested by EA/OM and Pastor.

The successful candidate:

- Will have a growing relationship with Christ.
- Will be willing to learn and retain new information.

- Will have the ability to maintain confidential files and information.
- Will have knowledge and competency in customary secretarial, receptionist, and administrative assistant functions.
- Will have the ability to work independently or with minimal supervision.
- Must demonstrate good attendance and report to work on time.
- Will ensure work responsibilities are covered as necessary when absent.
- Will demonstrate the ability to work creatively, cooperatively and collegially with staff, the congregation, and the general public.
- Must be flexible.
- Must have a good understanding of the importance of Office Protocol and respect in a Church environment.
- Must be a self-starter, have a passion for people, enjoy working on a staff team.

Desired characteristics:

- Be a mature, Christian believer.
- Be an active member of a local Church.
- Exhibit the Fruit of the Spirit.
- Be a team player and work well and cooperatively with others.
- Have the ability to maintain confidentiality.
- Demonstrate an ability to make sound decisions and take independent action.
- Demonstrate skill in the use of office equipment, computers, and related software, including Microsoft Office Suite.
- Possess excellent time management skills, strong ability to prioritize, and strong attention to detail.
- Possess strong skills in project management and problem resolution.
- Possess a strong gift of administration.

Education and Experience:

Bachelor's degree from four-year College or university preferred, or High School Diploma with three to four years related experience and/or training, or equivalent combination of education and experience. Must possess strong computer skills and knowledge of various software packages. Experience working in a church office environment is a plus.

Salary & Benefits: Negotiable depending on experience. No benefits or PTO are available for part-time positions.