

New Mount Calvary Baptist Church Church Secretary Job Description

Title: Church Secretary

Hours: **Part-time** (Hourly rate – estimated 20 hours per week) Weekend hours may also be required depending on church programs and events

Qualifications:

- Equivalent work-related experience
- Minimum of 2 years experience as a secretary
- Strong computer skills are imperative (MS Windows Office, Excel, Access, PowerPoint, Outlook)
- Proficiency in use of standard office equipment: copier, fax, etc.
- Strong Customer Communication skills
- Strong organizational skills
- Have excellent command of English composition and punctuation
- Confidentiality

Purpose of Position

Primary function is to oversee clerical activities of the main church office as well as providing support to Ministry leaders and office staff. This person would report directly to the Church Business Administrator.

Job Duties Include, but are not limited to:

1. Maintenance and organization of reception area.
2. Ordering and maintenance of office supplies and equipment
3. Organization, maintenance and distribution of church calendar.
4. Distribution and dissemination of all mail and correspondence.
5. Screening and routing incoming calls.
6. Coordinate scheduling for weddings and baptisms
7. Type, print and fold correspondence
8. Keep accurate membership records (new members, baptisms, weddings, deaths etc.)
9. Routine filing of paperwork.
10. Prepare new members orientation packets
11. Prepare and maintain member hospitalizations, deaths, etc.
12. Route incoming faxes to appropriate staff
13. Maintain and up-date all standard forms and ministry literature
14. Collect rent and maintain accurate records and receipts.

Other General Expectations Include:

- Should always exhibit professionalism, demonstrated by conscientious work ethic, teachability and accountability.

- Should be willing and able to work at a fast pace within a variety of settings and circumstances with composure of flexibility.
- Should be willing to work evenings and weekends occasionally.
- Should be ever conscious of the need for confidentiality.
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- (Should have a non –lackadaisical attitude) with the willingness to seek new information, training and resources as needed.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong clerical skills and the ability to work independently without supervision.