

**Stones River Baptist Church
Position Description**

Job Title: Church Secretary

Supervisor: Church Pastor

Position Status: Part-Time

Position Summary: The secretary assists in coordinating all church office activity. Working directly with the Church Staff, the secretary effectively communicates and manages incoming visitors, phone calls, mail and other items as necessary.

Position Purpose: The Church Secretary will seek to use her God given gifts and technical skills for the benefit of the church and Christ's kingdom.

Job Responsibilities and Duties:

- Answer the phone in a pleasant, professional, timely, and courteous manner.
- Assist the pastor as needed with duties such as: tracking appointments, notifying by phone of urgent needs, providing word processing and typing support, taking messages and forwarding them to the appropriate person.
- Sort all incoming mail and forward to the appropriate person.
- Prepare written and electronic correspondence, statistical report, and support the needs of the congregation and church leadership.
- Maintain church rolls, and request and grant letters as directed by the Pastor and Church Family, in a permanent hand-written ledger and backed up by computer data.
- Update and publish weekly Sunday School and attendance records.
- Prepare weekly bulletins, Wednesday prayer lists and order of worship, special bulletins, Sunday morning Power Point presentation, and monthly Newsletter.
- Assist the pastor in keeping accurate records of deaths, baptisms, and marriages, as well as preparing memorial Bibles as needed.
- Order office supplies and maintain supply room in an orderly manner. Adhering to office policies and budget guidelines.

- Pass along information to other staff members, committee chairpersons, and Deacons, as Pastor requires.
- Contact appropriate Deacon when notified of a family need.
- Maintain and coordinate church calendars. Coordinate with committee chairpersons, church staff and Deacons to maintain an efficiently run church. Maintain rental information for the Fellowship Hall and other spaces.
- Maintain current mailing list and Deacon family list.
- Keep all office files current and organized.
- Prepare New Member Packets.
- Perform all other duties assigned and deemed necessary by the Pastor and/or Personnel Committee.

Job Skills and Requirements

- The Secretary will be prompt and dependable. His/Her hours shall be 9:00 a.m. until 2:00 p.m. Monday through Friday.
- The Secretary must be qualified in computer skills including, the Internet, Microsoft office 2007, and graphics.
- The Secretary must be qualified in operations of general office equipment: plain paper copier, folding machine, FAX machine, postal meter, multiple phone line equipment, and intercom.
- The Secretary must be willing to attend annual training sessions or seminars as directed by the Personnel Committee.