

## **Fourth Baptist Church Ministry Description**

### **CHURCH SECRETARY**

**Principal Function:** The principal function of the Church Secretary of the Fourth Baptist Church is to serve God, the members of Fourth Baptist Church, its officers, ministry leaders, and constituent communities. In conjunction with the Church Secretary's principal function, the Church Secretary is to demonstrate support for the vision, mission, purpose, and core values of Fourth Baptist Church while performing general office work, under the supervision of the Senior Pastor.

#### **Qualifications:**

1. Must be a person of high moral character
2. Must have at least a high school diploma or equivalent
3. Must support the vision, mission, purpose, and core values of the Fourth Baptist Church
4. Must practice Biblical Stewardship
5. Must practice Biblical Leadership
6. Must be able to type and take dictation
7. Must be computer literate
8. Must be familiar with Microsoft Office and its components (i.e., Word, Excel, Publisher, etc.)
9. Must have a working knowledge of Church Management Systems (i.e., Automated Church Systems, Shelby, etc.)
10. Must have a working knowledge of common office equipment (i.e., computers, copiers, fax machines, phone systems, postage machines, etc.)
11. Must be able to be bonded
12. Must be able to become a certified notary of the Commonwealth of Virginia
13. Has a high degree of expertise in computer applications such as word processing, spreadsheets, presentations, and database.
14. Has a detailed understanding of the business policies and practices of the church and often works with highly confidential information or conflict situations.

#### **Responsibilities:**

1. Providing administrative support to the senior pastor, business administrator and/or other staff members.
2. Schedules appointments, maintains staff calendars,
3. Screens phone calls and visitors,
4. Coordinates special events and projects,
5. Prepares reports and slide presentations, drafts correspondence, and maintains office files.
6. Required to exercise creativity and sound judgment without close supervision. May supervise other office staff or volunteers.

7. Prepare documents; using word processing software as required.
8. Perform general office work; maintain supplies
9. Maintain various files; keep records and compile these into periodic or occasional reports.
10. Receive, review, open, and distribute all mail; and prepare routine answers to communications with direction/approval from the Senior Pastor
11. Maintain the calendar of the Senior Pastor
12. Maintain the calendar of Fourth Baptist Church
13. Exercise tact, courtesy, and diplomacy in receiving callers, in person or on the telephone.
14. Always maintain a professional atmosphere in the Church Office
15. Always maintain confidentiality in matters of the church, the Church Staff, personal matters of the church membership and the church's constituent communities.

**Spiritual Gifts:** Administration, Helps, Service and Wisdom

**Term:** As long as the ministry relationship is mutually beneficial, for the Senior Pastor, Church Secretary, and the Fourth Baptist Church.

**Relationships:** Reports to the Senior Pastor, works with the various leaders, members and constituent communities of the church as needed