

## **Church/Pastor Secretary**

The principal function of the Church/Pastor Secretary is to aid in organizing and maintaining church business. This is a part-time job, Monday-Thursday 8:00 am-2:00 pm. Secretary is to work in conjunction with and under the direct supervision of the Senior Pastor.

### **Job Responsibilities...**

Maintaining personnel records/corporate records

Preparing needed forms, memos, newspaper ads or outgoing correspondence

Recording/maintaining data for various organizations within the church approved programs

Maintains church manuals and membership list

Schedules weddings and special occasions

Maintains office machinery or schedules service

Organizes mail

Church errands

Accounts Payable-timely and accurately

Prepare and mail contribution records

Maintain membership files

Prepare Sunday School Attendance Sheets

Tracks hospitalized members or loss of loved ones, and orders flowers as needed

Assist with operation of "text system announcements" as per request of Senior Pastor

Confidential "listener" for Senior Pastor in female counseling sessions or when additional witness is needed

Confidentiality is required in various areas of the Secretary's responsibilities with the greatest being any information obtained in any pastoral sessions and membership contributions.

### **Requirements:**

Experience or knowledge to work within a digital office environment.

Proficient in Microsoft Word, Excel and Publisher.

A working knowledge of QuickBooks or similar accounting program.

**Submit Resume:** Bbcpersonnelcrossville@gmail.com