

**First Baptist Church Bartow  
Office Secretary  
Job Description**

**(1.0) General Description:**

(1.1) This position will be a part-time position with hours to be agreed upon at the time of hire between the employee and the supervisor. This part-time position does not come with employee benefits. The senior pastor or his designee will be the supervisor for this position.

**(2.0) Core Competencies Needed:**

- (2.01) Ability to learn new tasks
- (2.02) Confidentiality
- (2.03) Integrity
- (2.04) Flexibility
- (2.05) Patience
- (2.06) Kindness
- (2.07) Cooperation
- (2.08) Welcoming attitude

**(3.0) Duties:**

- (3.01) Prepare bulletins for Sunday worship services and midweek activities.
- (3.02) Provide reminders and communication for committees and various other groups via mail or email correspondence.
- (3.03) Work with word processing, data spreadsheets, and graphic design computer software.
- (3.04) Update the church calendar and work with the ministerial staff to administer the calendar.
- (3.05) Work with the church membership record keeping software.
- (3.06) Handle the church mail.
- (3.07) Prepare posters, flyers, bulletin boards, etc. as needed.
- (3.08) Manage the general church email under the direction of the ministerial staff.
- (3.09) Manage and update the church website as needed under the direction of the ministerial staff.
- (3.10) Handle the church phone correspondence.
- (3.11) Maintain an orderly system of filing and record keeping in the church office, both digital and hardcopy.
- (3.12) Update and maintain the church hospital lists.
- (3.13) Maintain the transfer and addition of church members under the direction of the ministerial staff.
- (3.14) Maintain the informational literature throughout the church facility.
- (3.15) Assist with any other duties assigned by the senior pastor or his designee.

Approved by the Personnel Committee on 11/01/2017