

Kentucky Road Christian Church

Secretary Application

Location: 716 N. Kentucky St

Time Requirement: Tues-Fri, 8:30-3:30 with a 1 hr lunch Break

Compensation: Hourly Position,
\$8.50-9.50 based on Experience

Vacation/Sick Time: 1st year – 2 Weeks Vacation (8 days)
4 sick days

Job Description

The position of secretary is an essential part of the ministry of the church. You will serve as a supporter to the ministers of the church, enhancing their ministry and the ministry of the church. To do this, you must have good interpersonal skills, a high level of computer skills, self-motivated, able to problem solve, and able to work with limited supervision. It is also essential that you be a committed Christian in this position.

Interested applicants should contact the church by phone at 573.581.1782 or by email at tony.krcc@gmail.com.

The duties of the Secretary include the following:

- Greet all visitors and walk-in traffic and direct them to the proper person
- Answer the telephone; take messages, and be available to answer questions when ministers are not in the building
- Open and sort mail
- Type and mail letters for ministers, elders and other ministries of the church
- Keep track of church calendar
- Keep track of church members' attendance and print for Elders/Ministers
- Maintain member's records: Birthday, addresses, anniversaries, baptism, etc.
- Order office, kitchen and cleaning supplies and arrange for pickup
- Prepare Sunday order of service in ProPresenter
- Prepare, update, and print weekly bulletin
- Prepare, print and email monthly newsletter
- Email the Mexico Ledger with the weekly church article
- Update and print Home Communion list weekly
- Contact prayer chain when requested
- Funerals: Contact prayer chain, order flowers, keep track of funeral arrangements, coordinate funeral dinners, send out thank you card, prepare list of donors for family
- Prepare visitors packet, posters, flyers, brochures for church events
- Assist in the coordination of special events
- Track office expenses
- Create various sign-up sheets
- Register member for various seminars and camps
- Update prayer list
- Print year end giving statements
- Perform other duties as assigned by ministers and elders

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(Applicant: Detach and submit attachments with this page on top)

Name: _____ Phone: _____

Email: _____

Mailing Address: _____

Previous Work Experience

Please attach a professional resume to this sheet.

Administrative Experience

Do you have any office type job experience? If yes, please explain.

Please list any spreadsheet or word processing applications you have used.

How familiar are you with Publisher? What experience do you have in making brochures?

Describe any experience you have in graphic designing.

Computer Experience

What is your Comfort level and usage with the following Operating Systems?

	Beginning	Intermediate	Advanced
Windows/PC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mac	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Explain Usage: _____

Software Experience

Please check your comfort level for answering questions about the following software: (If you are not comfortable with the software, please do not check any boxes)

	Beginning	Intermediate	Advanced
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Editing Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ProPresenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web Browsers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quicken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Church Life

Current Church Membership: _____

Church Address & Phone: _____

In what ways are you involved in the ministry of your church? _____
