

# CHURCH SECRETARY JOB DESCRIPTION

**Employer: First Baptist Church (FBC)**

1. Job Title: Church Secretary
2. Education and Experience Required: High school diploma or GED. Two years related experience or post high school education. Computer skills with ability to type 40 to 50 wpm. Ability to lift 50 lbs.
3. Work hours: 9:00 AM to 12:00 PM Monday or Tuesday, Thursday, Friday; 1:00 PM to 4:00 PM Wednesday
4. General Description of Job:
  - Opens, routes, and sorts incoming mail.
  - Answers telephone professionally and courteously, takes messages or routes calls, and provides information to callers.
  - Greets visitors professionally and courteously, provides information to visitors, and guides visitors to the appropriate person(s) in the church.
  - Composes and distributes weekly bulletin, monthly newsletter, meeting notes, correspondence, and reports.
  - Files as described in current FBC filing plan.
  - Contacts and schedules volunteers for Sunday morning services.
  - Types and maintains bulletin and newsletter prayer lists.
  - Makes copies of printed materials.
  - Maintains calendar and coordinates events and meetings.
  - Orders and arranges for delivery of office supplies and church materials.
  - Other duties as assigned.
5. Office Equipment and Other Special Equipment Used in Job: Computer (Windows 10), all-in-one printer/scanner/fax, photocopier, 2-line telephone system, calculator, and telephone answering machine.
6. Working Environment: Smoke, alcohol, and drug free campus. Church offices are climate controlled. Desk and office chair provided.
7. Compensation: 12 hours per week at \$8.25 per hour. No mileage compensation.
8. Possible Job Modifications:
  - Secretary can choose to work either Monday or Tuesday mornings. Wednesday, Thursday, and Friday hours are required.
  - Some reports may be composed by church officials.
  - Hours may be increased up to 4 additional hours per week based on time needed to perform tasks.

I acknowledge I have reviewed the content of this job description and am fully capable of performing these duties. I understand that if I have any physical limitations or require any accommodations to perform my job, I must immediately inform the Board of Trustees.

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Employee Signature

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Date