

**First Baptist Church, Inc.
Four Oaks, North Carolina**

Staff Position

Part-Time Secretary

Mission Statement of Four Oaks First

The family of First Baptist Four Oaks believes in God through Jesus Christ by the power of the Holy Spirit. To fulfill the Great Commission, we will love, serve, learn, and fellowship together.

Position Description:

The Secretary is a part-time staff position reporting to the Pastor, First Baptist Church. The workdays will be Monday thru Friday of each week, for a total of 20 hours per week, 9:00 am till 1:00 pm. The work of the Secretary shall be done in a professional manner, in accordance with the duties listed below. This professionalism shall be exhibited in neatness, attitude, and a pleasant and cooperative spirit with the staff and church members. The Secretary is most often the first person to represent First Baptist Church through telephone and/or personal contact. Therefore, it is imperative that a pleasant and helpful attitude be displayed. Initiative and creativity are encouraged to facilitate and improve the duties defined below. Confidentiality is a key requirement. Questions and inquiries that arise shall be discussed with the Pastor and/or Minister of Education. Confidential church business should NEVER be openly discussed without discretion and/or proper approvals.

General Responsibilities:

The general scope of job responsibilities for the part-time Secretary is summarized as follows:

Maintain the church office environment, to include business operations – typing, filing and record-keeping, public relations – reception of visitors, telephone inquiries, communications – telephone coverage, business correspondence, membership correspondence, property/supplies management and accountability, knowledge of and willingness to learn current Microsoft Office programs and other church related software.

Provide secretarial and administrative support for the Pastor and Church Staff.

1. Prepare the church newsletter, “The Baptist Informer”. Preparation includes composing articles, setting layout, duplicating, folding, and addressing. A draft copy will be prepared for review by the Pastor before printing.
2. Prepare Sunday bulletins based on information provided by the Pastor and appropriate sources. Make copy available for Pastor to proofread before printing

3. Pick up mail from Post Office each morning. Open all mail addressed to the church, routing to appropriate individual or organization. Mail addressed to specific individuals or organizations will be unopened. All statements for accounts payable will be given to the Treasurer for payment. Take all outgoing mail to the Post Office at the end of the day.
4. Answer telephones. Transmit messages for action to the appropriate individual or organization, and be sure answering machine is left on when out of the office. Messages should be checked immediately upon returning.
5. Type correspondence for Ministers as requested. Other church-related typing for organizations will be done only if time permits.
6. Maintain general office files.
7. Maintain appropriate stock levels of office/pantry and janitorial supplies. Reorder supplies as needed.
8. Other duties as determined and assigned by the Pastor, First Baptist Church.