

JOB DESCRIPTION FOR CHURCH SECRETARY
Approved February 7, 2021 Meeting of the Personnel Committee

Title: Church Secretary

Accountable To: Senior Pastor

Position Status: Full time support staff

Purpose: The Church Secretary serves as part of Apollo Baptist Church's ministry team. The secretary performs secretarial and administrative tasks that support the overall functions and activities of the church. As the first point-of-contact with visitors, the public and congregation, the Secretary represents the face of the church.

Areas of Responsibilities and Authority:

1. Greets visitors and members as they enter the building and assists them as needed during church office hours.
2. Answers phone calls and handles emails to the church and communicates messages in a timely manner to the pastor, other staff and/or members as needed. Additionally, advises appropriate staff of any issues or potential issues as the Secretary becomes aware of said issue.
3. Composes and/or types letters and emails.
4. Maintains all front-office equipment.
5. Maintains the church database.
6. Updates master calendar of events.
7. Publishes weekly prayer guide, worship guide, and monthly newsletter by gathering information, creating documents and proofing. Additionally, completes delivery and United States Postal Service process of mailing the newsletter.
8. Filing.
9. Receives, sorts and distributes mail daily.
10. Maintains inventory of office supplies. Distributes supplies appropriately, as needed.
11. Responsible for small group attendance records and forms, visitors list, mailing lists, distribution lists, church directory, welcome brochure and other reports/records as needed.
12. Designs and produces flyers, programs and other publications as requested.
13. Opens and locks entry gates and buildings as needed.
14. Distributes items from the food pantry as needed.
15. Carries out other duties as assigned by the supervisor.

General Expectations:

1. Dependable, accessible, and knowledgeable about church ministries.
2. Has excellent clerical and organizational skills.
3. Demonstrates good communication and listening skills.

4. Has excellent computer skills working with cloud-based church database systems, Word Publishing, and Adobe Illustrator
5. Possesses good verbal, writing, editorial and publishing skills.
6. Protects the reputation and integrity of others through strict confidentiality.
7. Willing to learn new skills.
8. Demonstrates good teamwork ability.
9. Must be willing to submit to and pass a background and credit check.
10. Must be a member of the church in good standing.

Necessary Attributes:

1. A committed and growing Christian who is Biblically and doctrinally sound.
2. A concern for people and a passion to see Christ's kingdom grow.
3. A caring and servant attitude that exhibits Christ's love.

About Us:

Apollo Baptist Church is located in Glendale, Arizona just South of 51st Ave. & Cactus. We are located in a densely populated, diverse community with a great need for Jesus. Learn more about us at www.apollobaptist.org.

Point of Contact:

Terry Harris, Apollo Baptist Church, Personnel Committee Chair
Send Resume or Questions to: tharris365@yahoo.com

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