

**Centerview Baptist Church  
Job Description  
Church Secretary**

**I. Personal Commitments**

1. The church secretary cannot be a member of Centerview Baptist Church.
2. Be a born-again Christian, possessing a Christian attitude and characteristics.
3. Understand the responsibility of the position.
4. Plan ahead.
5. Have a patient, cooperative attitude toward others and the determination to make the church acceptable to members and to our Heavenly Father.
6. Have a goal to make our church the best it can be.
7. Work as a team member with other staff members, each one complementing the other for the cause of Christ.

**II. Accountability**

1. The secretary is responsible to Centerview Baptist Church of North Belmont for performance of general office work.
2. This position shall report directly to the Pastor and shall be supervised by the Pastor.
3. The secretary shall perform and be responsible for office work and duties assigned by the Pastor.

**III. Office Hours**

1. In an effort to offer consistency to our members, the Church office hours will be from 9:00 a.m. to 1:00 p.m., Monday through Friday. Except for holidays, or unless otherwise announced, the Church office will be open these hours.
2. The church secretary shall work these assigned hours.
3. Only in cases of sickness, dire emergency, or requests from the church will these hours be altered.

**IV. Punctuality and Attendance**

1. Because you are an essential member of our team and teamwork is important, the church expects you to be prompt and regular in attendance.
2. You are expected to be ready to begin work at the time your work schedule begins.

**V. Dress Standard**

1. Personal appearance should be a matter of concern for each employee.
2. Appropriate dress for the church secretary should be business casual.

**VI. Telephone and Computer Usage**

1. Personal use of the telephone should be kept to a minimum.
2. Personal long-distance calls from the office phone should be charged to your home phone or to your personal phone card.
3. Personal use of the computer should be kept to an absolute minimum.

**VII. Salaries and Wages**

1. Beginning salary will be commensurate with skill levels and experience. Compensation is set annually by the Finance Committee upon the recommendation of the Personnel Committee and based on 20 hours per week.
2. If additional hours are requested by the Pastor or Personnel Committee, compensation will be made at the regular hour rate.

3. There is no compensation for unauthorized hours.

### **VIII. Social Security**

1. The Church pays the required matching social security on all employees.
2. The Church withholds the required federal, state and social security taxes.

### **IX. Paid Vacation/Sick Leave/Personal Time**

1. The Church secretary is entitled to one week (5 days) paid vacation during the first year of employment; two weeks (10 days) during the second year of employment; and three weeks (15 days) during the tenth year of employment. Pay shall be based on 20 hours per week.
2. Vacation time must be taken by December 31 of each year and cannot be carried over to the following year.
3. There will be no compensation for unused vacation time.
4. Vacation requests must be submitted on a Vacation Notification Form and given to the Pastor and Personnel Committee Chairman 30 days in advance of the requested time off.
5. Vacation time must be taken in units of whole days.
6. One week (5 days) of unpaid sick leave shall be allowed per year. There is no compensation for sick leave.
7. A total of 5 days of personal time may be used per year: two paid days and three unpaid.
8. Personal time requests will be submitted in writing to the Pastor 48 hours in advance of the requested personal time off. A copy of this request will be filed by the Personnel Committee.
9. The Personnel Committee Chairperson shall be notified of the requested time off so that a volunteer can be secured to be in the church office during normal office hours.
10. Personal time off may be taken in units of whole days only.
11. Any request to make up time must be pre-approved by the Personnel Committee.

### **X. Time Records**

1. The church secretary shall submit an accurate record of actual hours worked to the Pastor each week for approval. In the absence of our Pastor, the Personnel Committee Chairperson will approve time to be paid.

### **XI. Resignation of Position**

A written, two-week notice of departure is required. Copies of resignation are to be given to the Pastor and Personnel Committee Chairperson in order to find substitutes.

### **XII. Holidays**

1. The following holidays are observed and shall be compensated: New Year's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
2. Time off for holidays which fall on Sunday will be observed on the following Monday and those falling on Saturday will be observed on the preceding Friday.

### **XIII. Confidentiality**

As an employee, you may have access to confidential information regarding finances, operations, vision and future of the church. You may also know or be informed of personal information about a church member, visitor, job applicant, or fellow employee. The ability to keep information confidential is a required element of employment. Any violation of confidentiality seriously injures the church's reputation and effectiveness. Discussion of information relating to church business will be limited to those officially concerned. These matters should never be discussed outside official/professional channels including family and fellow employees. If you are questioned by someone, and you are concerned about the appropriateness of giving them certain information, please refer the request to the Pastor or other church leadership.

### **XIV. Skills**

1. Organizational skills
2. People skills
3. Attention to detail
4. Willingness to develop skills as training opportunities become available
5. Multi-tasking capabilities

### **XV. Software/Systems To Work With**

1. Microsoft Office – MS Word, Excel, PowerPoint
2. Microsoft Publisher
3. Power Church Plus
4. Windows
5. Xerox Copier
6. Computer Printer
7. Outlook or Outlook Express (e-mail)
8. Phone Tree Plus

### **XVI. Job Responsibilities**

1. Proficiency in computer skills with required software and office equipment.
2. Perform general office work as assigned by the Pastor.
3. Distribute mail to staff members/church leaders.
4. Receive callers, in person or by telephone, with tact and courtesy.
5. Prepare weekly church bulletin for services.
6. Maintain office supplies; reorder when necessary.
7. Keep Phone Tree files corrected and send messages when necessary.
8. Annually revise and reproduce Nominating Committee Report.
9. Notify the Pastor and assigned deacon of updates on church members.
10. Be responsible for calendaring use of sanctuary, fellowship hall, and vans.
11. Assist Church Clerk in the preparation of Annual Church Letter to the Association.
12. Prepare ballots for Church votes.
13. Keep general church calendar updated.
14. Other job duties as required.
15. Keep records of baptisms and prepare Certificate of Baptism for individuals.
16. If checks or deposits come in to the Church office, place in offering envelope with name and amount and lock in desk.

**XVII. Training**

The Church secretary should attend the Associational Secretary's Training each year and be compensated by the Church.

**XVIII. Evaluations**

There will be a 90-day probation period and performance evaluation. Thereafter, the secretary shall have an annual performance evaluation.

I have read the above Job Description for the position of Church Secretary of Centerview Baptist Church. I have had any questions concerning this Job Description answered to my satisfaction.

Agreed upon this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Secretary Signature: \_\_\_\_\_

Church Representative: \_\_\_\_\_