

FIRST BAPTIST CHURCH OF KILLEEN
PASTOR'S SECRETARY
Job Description

PURPOSE: The purpose of the Pastor's Secretary shall be to support the Pastor in performing his duties.

SUMMARY OF DUTIES: To be responsible for performing secretarial duties for the Pastor and Ministerial Staff as appropriate and approved by the Pastor.

REQUIRED QUALIFICATIONS: The successful candidate shall:

1. Be a Christian and is a member of this church.
2. Possess a high school diploma or hold a general education degree (GED) certificate and general clerical/secretarial experience.
3. Possess the following attributes:
 - a) Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations.
 - b) Ability to write business correspondence.
 - c) Ability to effectively present information and respond to questions from employees or visitors to the Church.
 - d) Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
 - e) Ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

DESIRED QUALIFICATIONS: In addition to requirements, the ideal candidate shall also:

1. Have at least two years of experience as a Church Secretary
2. Or have three years of general clerical/secretarial experience
3. Or have fifteen semester hours of college credit with some business orientation or equivalent business school background.

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the Personnel Committee and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist the Pastor in *fulfilling* His ministry.
 - a) Maintain Pastor's calendar, make appointments and maintain files as directed by the Pastor.
 - b) Type all correspondence and sermons for the pastor and, as needed, for other ministerial staff.
 - c) Copy sermon CDs and prepare for distribution.
2. Serve as Church receptionist
 - a) Answer all incoming telephone calls and properly transmit calls or messages to the appropriate person in a timely manner.
 - b) Receive all guests and make every effort to meet their needs.
3. Perform Church Clerk tasks as defined by Article III of By-Laws.
 - a) Compile and prepare agenda items for the monthly church conference.
 - b) Type and mail letters weekly to new church members, all others making decisions on Sunday and all guests of the church.
 - c) Compile and type information for the annual church letter.
 - d) Schedule baptisms, contacting candidates and ordinance committee.
4. Perform general Church Secretary Responsibilities
 - a) Maintain the church calendar.
 - b) Maintain permanent filing system for the church office.

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- c) Maintain complete files on all church committees, including preparation of committee minutes and notification of meetings.
 - d) Compile and maintain hospital and bereavement information and notify appropriate staff members.
 - e) Schedule weddings and funerals with approval from the appropriate ministerial staff.
 - f) Prepare and maintain the Weekly Prayer Sheet.
 - g) Manage Benevolence cases with direction from the Minister of Education.
 - h) Handle all Deacon Ministry work to include: assisting in disseminating meeting minutes and agendas, maintaining files, and other ministry tasks as required.
5. Maintain confidentiality of sensitive information.
 6. Assist other secretaries as needed.
 7. Perform other duties as assigned.

SPECIAL CONDITIONS: The benefits, holidays, vacation and office hours shall be in accordance with the Personnel Policies. This position reports to and is supervised by the Pastor, but employment is through the Minister of Education and Administration following the Church Personnel Policy.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.
4. Driving/travel requirements for this position may require moderate to frequent driving; therefore, a valid driver license is required.

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