

## **Job Announcement - General Church Secretary (Closing Date July 6, 2021)**

**Mount Pilgrim Baptist Church – 9700 Scenic Highway; Baton Rouge, LA 70807**

**Apply with your Resume and Cover Letter in a sealed envelope addressed to Morgan M. Watson, Church Clerk, and mail or leave at the Church Office. Please contact Mr. Watson with any questions or concerns at (225) 603-4100.**

### **Job Details**

**Primary Function: Coordinate and manage the day-to-day operation of the Church office.**

**Reports To: The Pastor of the Church**

**Salary: \$15.00 - \$18.00 Hourly Commensurate with Experience and Other Qualifications**

**Job Type: Full Time 30-hour work week (Flexible Schedule)**

**Schedule: Monday to Friday and on call**

**Benefits: Medical and Life Insurance available**

**Paid Time Off (Annual, Sick, Vacation, Holidays)**

### **Preferred Qualifications/Experience:**

**Minimum of 2-5 Years' Experience as a Secretary**

**Experience with Microsoft Office products (Email, Word, Excel, PowerPoint, Publisher)**

**At least (2) years post-secondary College with Associates Degree, or College Degree in Business or related field (Preferable)**

### **General Requirements for the Position:**

- Show a willing attitude of Christian Service to their position and its responsibilities.
- Personable people skills (kind, patient, welcoming spirit that people can talk to you).
- Possess good telephone and communication skills, and be able to deal with various types of personalities.
- Perform general to complexed office work, under the supervision of the Pastor and cooperation with the other staff.
- Proficient in English with excellent verbal and written communication skills (composition and punctuation)
- Excellent typing skills (65 WPM minimum) with accuracy and transcribing experience
- Demonstrate a high level of integrity, trust, professionalism, and business etiquette both on the phone and in person.
- Have general knowledge of all office equipment and supplies and a willingness to learn through on-going training.
- Have excellent computer skills (Spreadsheets, Word documents, Publisher, Google docs, Internet searches, emailing, etc.)
- Ability to work a flexible work schedule and be available for occasional extended hours.
- Be detailed with good organizational skills, sound judgment and discretion.
- Able to multi-task and adapt to frequent changes while performing routine duties.

## **Routine Duties and Responsibilities include:**

- In responsible charge of the Church Office, including the supervision of all clerical personnel.
- Extend courteous customer service to members and non-member entering the church office.
- Answer, respond, and or forward multiple incoming phone calls, voicemails, and email messages.
- Distribute checks and all incoming mail to appropriate persons/ministries (ministry in-boxes)
- Type, print, and fold all church bulletins for all services (Sunday, Monday, Wednesday, Funerals, and Special Church Services).
- Maintain and update Church calendar and church membership records.
- Maintain and update Church records of individual financial contributions received from members and others (Confidentially).
- Notify appropriate individuals when members are hospitalized, or death occurs (Pastor, Deacon Ministry, etc.).
- Inform Audio-Visual Ministry of scheduled special Church events, programs, and funerals
- Give supervision and training to all Church office volunteers.
- Assist Pastor and families with planning and coordinating of member and non-member funeral service details and prepare the funeral programs as needed.
- Prepare and distribute annual Member Contribution Letters for Church members upon request.
- Schedule appointments for the Pastor (counseling, ministry, community, and other meetings).
- Record and transcribe minutes of all scheduled General Church and Deacon Ministry Meetings. (Required)
- Order all office and church services supplies, (including Lord Supper supplies).
- Maintain accurate up to date filing of all Church official documents including member's folders, and personnel files of Church employees.
- Make mass or regular copies for ministries and members when requested.
- Maintain accurate log of use of Church building keys.
- Ensure that all Church supplies, materials, equipment, and other resources are used only for Church business and activities.
- Routinely inform and notify members and Church ministries of upcoming activities, and or new polices and procedures through email or other means.
- Participate in scheduled staff meetings.
- Accept other duties as assigned by the Pastor.