

# **Church Secretary**

## **Lizella Baptist Church**

### **Description and Purpose:**

Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Church Secretary reports to the Executive Pastor and is responsible for assisting the Pastors and staff in carrying out the daily service practices of the New Testament Church.

### **Spiritual Responsibilities:**

The Secretary shall:

- Seek to be a role model in attitude, speech and actions in a consistent daily walk with Jesus Christ.
- Show by example the importance of Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Explain the church's religious beliefs and practices to visitors and callers when asked.
- Pray with those who contact the church in need.
- Provide religious resources and assistance to those who inquire.

### **Office Assistance:**

- Greet and assist all visitors to the church office. Maintain confidentiality as appropriate.
- Answer the phone, always pleasant, helpful, and with a smiling tone. Serve/love as Jesus.
- Process incoming email, calls, voicemails, and outgoing mail.
- Prepare correspondence and miscellaneous documents as needed. Maintain copier stock.
- Maintain the church events calendar and postings.
- Maintain church database of membership and assist Church Clerk with onsite records of membership additions, deaths and transfers.
- Maintain schedule of facilities; coordinate with facility users, maintenance and custodial personnel under the guidance of Pastors.
- Keep ministerial staff, deacons and other leaders informed of crises and ministry opportunities within the congregation and community.
- Serve as wedding liaison, assisting with wedding coordination as necessary.

### **Qualifications:**

- Have a personal relationship with Jesus Christ.
- Faithfully attend and financially support the church.
- Possess strong written and verbal communication, interpersonal and organizational skills.
- Possess excellent interpersonal skills and a patient, gracious, and welcoming demeanor.
- Agree to uphold Lizella Baptist's statement of faith and be willing to submit to standards outlined in Personnel Manual and Policies and Procedures Manual.