

Abbeville First Baptist Church
Interim Secretary Job Description

JOB TITLE: Interim Secretary

ACCOUNTABLE TO: Senior pastor or in his absence the Deacon's Executive committee

STATUS: 20 HOURS PER WEEK

HOURS: Mon-Thurs-9 a.m. to 3 p.m. (with one paid hour for lunch).

SKILL: Must have good communication and writing skills and proficient computer skills to include but not limited to use of the following programs: word, excel, outlook, and other related programs.

PREFERENCE: Experience working with non-profit organizations and general public.

PRINCIPLE FUNCTIONS: The secretary's primary function is to assist the senior staff by serving their requests with excellence, implementing the ever-changing needs in the structure and function of the living organism called First Baptist Church. The secondary function is to manage additional office personnel whether paid or volunteer. This role will be performed in a professional and efficient manner.

PRIMARY DUTIES AND RESPONSIBILITIES

1. The secretary will supervise the daily administration of the church office to include but not limited to: receiving and screening calls, seeing that clear written messages are taken, and returning calls. The secretary will generate correspondence and maintain up-to-date and well-organized files. The secretary will develop schedules and coordinate "non-paid volunteers" to accomplish office and church functions in accordance with the direction of the senior pastor and or chairman of the deacons (Executive Committee).
2. The secretary will work along with the senior pastor in the following ways:
 - A. Schedule meetings; notify the senior pastor, staff, and deacons immediately upon the death or hospitalization of any member or AFBC by personal contact. This can be accomplished by text, e-mail, or telecommunication.
 - B. Write and mail birthday, sympathy, childbirth, anniversary, memorial cards, etc, to members and non-members each month.
3. The secretary will attend staff meetings for informational purposes, open and sort mail, maintain and order all supplies for the church office and ensure that office machines are clean and well maintained.
4. The secretary will work with appropriate committees, officers, and leaders to carry out the ministry of

the church. The secretary will cooperate with the senior pastor, staff, and or chairman of the deacons by performing any other church related duties.

5. The secretary will work with the church clerk to present a business meeting agenda for all business meetings.
6. The secretary will maintain the church activity calendar along with the sanctuary and Christian Life Center use calendar and collect appropriate documentation for use of the building. Assure the application for use of the buildings are filled out and approved by the appropriate committee prior to agreement to let them use the building. This will include collecting the monies for rental of the buildings. The secretary will also make sure the buildings are properly cleaned and no damage occurred before returning the deposit. If the event occurs during the week-end the secretary will coordinate inspection with the chair of the properties committee.
7. The secretary will gather and assimilate information for the church publications and will proof read all church publications before printing is completed. The secretary will then transport all information that is to be printed outside of the church office to the "Press And Banner" for printing (Bulletin, newsletter, etc.) The secretary will keep records on and update/reorder all subscriptions and publications by the church (The Baptist Courier, The Baptist News, Sunday School Literature etc.)
8. The secretary will coordinate schedules so the church office will have coverage during allotted lunch time or other occasions staff or office volunteers are present. The secretary will assure lights are off and building is secure if the last one to leave.
9. The secretary will assist employees with building or property questions (grounds, housekeeping, etc) and will report any building or grounds deficiencies or malfunctions to the chair of the property committee

10. COMPENSATION AND BENEFITS

- A. No Vacation or Sick leave/personal time off will be provided for interim position
- B. No staff member or regular employee will have provisions in a job description that will be in conflict with any of the above,
- C. The secretary will be responsible for compiling the annual church profile for the Lakelands Baptist Association.