

SECOND BAPTIST CHURCH

919 6TH Avenue
Rock Island, IL 61201

POSITION DESCRIPTION

Position Title: Church Secretary/Administrative Assistant
Reports To: Pastor and Trustee Ministry
Date Prepared/Revised: August 8, 2021

PRINCIPLE FUNCTION

The Church Secretary/Administrative Assistant shall have responsibility for administrating those tasks and functions relevant to the Pastor's Office and the church at large, on a day-to-day basis. In addition, the position will be responsible for other miscellaneous duties inherent to the job.

SPECIFIC LIST OF DUTIES AND RESPONSBLITIES

- Act as Receptionist, Secretary and Administrative Assistant for the Pastor and Church ministries
- Plan, create, coordinate and distribute church calendar, annual days, events and activities
- Work with the Church Clerk to maintain the mailing labels for mass mailings
- Attend meetings/counseling sessions, when requested
- Coordinate special events when requested
- Keep Pastor and Church officials (Deacons and Trustees) informed of daily concerns of the membership
- Prepare Pastor's and Church ministries correspondence, as requested
- Prepare and edit all manuscripts which are to be published in the Church bulletin, letters, etc.
- Transcribes, edits and prepares Pastor's sermons and other messages, speeches or presentations, as requested
- Assist members and ministries with messages, speeches or presentations, as requested
- Assist the Pastor in preparing the order of service, programs, announcements, Power-point, video, or zoom presentations, for worship services
- Accompany the Pastor, as requested, to Committee and Ministry meetings, staff meetings, church functions or receptions, for the purpose of assisting in tasks related to the church
- Receive, screen and dissimilate Pastor's and Church ministry calls
- Coordinate and schedule all speaking engagements for Pastor
- Coordinate Church and Pastor's Office secretarial responsibilities (Visitor letters, manuscript, Sunday Bulletin).
- Prepare and edit all manuscript from this office which are to be published in the Sunday Bulletin, denominational papers, letters, etc. Produce church publications as directed.
- Coordinate the Church and Pastor's appointment calendar, including weddings and funerals.
- Coordinate and schedule all travel arrangements for church officials and Pastor
- Coordinate all speaking engagements for the church officials and Pastor.



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QUALIFICATIONS

- High School diploma or GED equivalent. AND three (3) years of clerical or secretarial experience
- Proficient in Microsoft Office Suite (Excel, Word and PowerPoint)

EXPERIENCE

- Maintaining and handling confidential and sensitive information
- Using a computer, copy machine, fax machine and some specialized software
- Establishing and maintaining cooperative working relationships
- Communicating effectively verbally, and in writing

Additional Secretarial Qualifications

- Because of the confidential nature of individual membership records, Ministerial counseling, and much of the correspondence of staff, it is absolutely essential that the Church Secretary respect this confidence.
- The clerical tasks of the Church Secretary are composed of many diverse elements; the Church Secretary will seek to be flexible and cooperative in working with others at all times.
- The Church Secretary will adhere to the Church approved guidelines as set forth in The Second Baptist Church By-Laws

