

Nazareth Baptist Church

Requirements and Qualifications for Church Secretary

- High school diploma or equivalent
- Proven Administrative experience
- Proficient in Microsoft Word/Office/Google Docs
- Excellent organizational, time management and multi-tasking skills
- Strong written and verbal communication skills
- Able to handle confidential information with discretion
- Born again believer in Jesus Christ
- Committed to Jesus through the church
- Active member of a Southern Baptist Church

Job Description - Secretary

- Pick up, sort and distribute mail
- Answer all telephone calls, take messages and fill requests
- Print, distribute and reply (if needed) to emails
- Type and mail correspondence by pastor and other staff
- Keep church calendar (Pastor's appointments, church activities, reservations for church facilities and church van)
- Update membership database
- Using phone tree and texting, send messages for prayer requests, announcements, Wednesday night menu, Wednesday night workers, and other needs as they arise
- Organize and distribute food from the food closet
- Compile, type, copy and fold 150 church bulletins
- Compile, copy, fold and distribute 150 monthly calendars
- Order literature for Sunday School per Sunday School Director guidance

- Collect information from departments for church associational letter
- Determine needs, order and pick up VBS literature and supplies at the Associational office
- Be present at staff meetings
- Compile VBS records in order to complete and file reports to Association, State and National Southern Baptist Convention
- Purchase gifts for graduation recognition and baby dedications
- Provide updates on social media and church website
- Flexible hours
- Salary negotiable based on education and experience

As Needed Tasks

- Design, print shower invitations
- Photograph church activities (Baptisms, VBS, Harvest Festival, Christmas, Easter, etc)
- Benevolent Fund: fill out request forms, refer to deacons, reply to applicants
- Schedule reservations for church facilities (weddings, receptions, etc.) fill out forms, collect money
- Prepare folders for new members baptized in the church and place on the membership roll
- Collect money and keep records for trips, etc.
- Maintain files: committee reports, purchase records, supplier info, buildings and grounds information, benevolent fund, catalogs, warranties, etc.
- Insure adequate stock of office supplies

Send Resumes To:

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nazarethoffice@farmerstel.com

Or mail to:
 PO Box 541, Rainsville, AL 35986