

BOONES CREEK CHRISTIAN CHURCH

Church Secretary Job Description

Position Summary: Responsible for many administrative tasks and for assisting ministry staff with other administrative needs as requested to fulfill the ministry of the church.

Job Status: Full-Time

FLSA Status: Non-Exempt

Direct Report to: Administrative Minister

Essential Duties:

- Serve as the 'receptionist' for the church, warmly greeting and assisting visitors and answering phone calls with a warm, friendly, and professional greeting.
- Assist in managing the church member database information including: new members, additional family members, births, deaths, address changes, member pictures, etc.
- Become an in-house 'expert' on the use of the church's selected database program (currently Churchteams). Learn and implement its many functions and serve to assist Staff in its utilization.
- Serve as the Administrative Staff member responsible for compiling reports of all Guests to the church and coordinating follow-up contacts from the Ministerial Staff.
- Serve as the Administrative Staff member responsible for tracking and communicating with new members to the church.
- Serve as the Administrative Staff member responsible for compiling reports of Members and Attenders who may require a call or visit from Ministerial Staff due to be missing from a number of services.
- Compile and communicate in Churchteams the schedules for those volunteers serving as a part of the Sunday morning services.
- Assist the Leadership of the Church by coordinating communication with Elders and Deacons.
- Assist the Creative Communication Director and other Ministers by providing any necessary assistance in coordinating the announcement schedule for the church.
- Serve as the staff member responsible for remembering members with deaths in the family by ordering flowers for funerals or other memorials.
- Serve as the staff member responsible for the inventory and purchase of office supplies and the maintenance/repair of office equipment (computers excluded).
- Serve as the administrative support staff person for all Adult department ministers and directors.

Occasional Duties:

- Assist the Administrative Minister by managing the flow of communication for the Difference Dollars program and Team needs when the Administrative Assistant is unavailable. Also, by documenting the Team's decisions in responses to requests for assistance.
- Collect RSVP's from members calling in reservations for events or outings.
- Assist with reserving plots in the cemetery or helping locate plots already reserved on an occasional basis.
- Assist all ministries with administrative and promotional needs.
- All other duties as assigned or requested.

Position Qualifications:

To fulfill this position, the following qualifications and characteristics are necessary:

- A passion for serving Jesus Christ and His Church
- A love for Christ's people and desire to help them
- A demonstrated ability to work effectively as part of a team
- Have excellent communication skills and be very detail-oriented
- A high school diploma, with some college preferred
- Proficiency and comfort in the use of the computer and other technology
- A proven ability to be able to manage many tasks at the same time and effectively meet deadlines
- Willingness to agree to and abide by a Staff Covenant for guidance on attitudes and behaviors

Physical Requirements:

This position requires standing, walking, sitting, bending, kneeling, stooping, reaching, pulling, and lifting up to 20 pounds. In an eight-hour shift, this position may require sitting for six hours and standing or walking for two hours.