



**SECOND BAPTIST
— CHURCH —
YPSILANTI, MICHIGAN**

301 S. Hamilton Street, Ypsilanti, Michigan 48197

Application Packet For Church Employment

Name of Applicant: _____

Position: _____

Date: _____



JOB DESCRIPTION

CLASSIFICATION: Administrative Assistant

DEPARTMENT: Administrative Office

Location: Second Baptist Church, 301 South Hamilton Street, Ypsilanti, MI 48197

Website: www.sbcypsi.org

Hours: Full-time, Monday-Friday, 9 a.m. to 5 p.m.

Job Summary

Under the supervision of the pastor, or in the absence of the pastor, the Chairman of the Deacon's Ministry and/or the pastor's designee, this position performs secretarial and administrative support tasks requiring independent judgment, proficiency in keyboarding, computer applications, office management skills, and strong interpersonal and communication abilities.

Key Responsibilities

- Manage the daily office functions, order supplies, and maintain church records.
- Manage the church calendar, meeting room calendar, pastor's calendar, files, arrange travel, and handle complex scheduling
- Prepare administrative records and document actions taken at semi-annual and annual church meetings
- Draft, edit, and format various reports, letters, memos, and other documents and correspondence
- Ensure all necessary documentation and records are accurate and available for administrative and membership decision-making
- Screen and route correspondence, reports, and disseminate information for the pastor, ministry leaders, and other staff, exercising judgment as to importance and routine nature
- Receive, screen, and respond to requests for information from the pastor, ministry leaders, staff, and general membership regarding church policies, practices, and procedures
- Prepares the church's weekly bulletin, funeral programs, fliers, and other programs and brochures as needed to support church-sponsored activities



Required Skills and Qualifications

- Proficiency with computer applications, including but not limited to: Microsoft, Mac, Google, and Adobe
- Ability to create visual content using graphic design and marketing software platforms like Canva and Poster My Wall
- Strong office management skills
- Basic understanding of bookkeeping and accounting
- Ability to exercise independent judgment
- Excellent interpersonal and communication skills
- Attention to detail and accuracy in record-keeping
- Ability to maintain strict confidentiality and professionalism

Salary: \$38,000 – \$45,000 annually, based on experience and qualifications

Company Benefits:

- Health, dental, and vision insurance
- Paid time off (PTO), sick and vacation leave
- Professional development opportunities available upon request
- Employee assistance program (EAP)
- MMBB retirement plan

NOTE

Employment at Second Baptist Church is "At-Will", meaning it can be terminated by either employee or Second Baptist Church at any time, with or without cause or notice. No one at Second Baptist Church can create an agreement that contradicts the previous sentence.

EMPLOYMENT APPLICATION



SECOND BAPTIST
CHURCH

YPSILANTI, MICHIGAN

301 South Hamilton Street

Ypsilanti, MI 48197

(734) 483-4342

SECOND BAPTIST CHURCH

Employment Application

301 S. Hamilton Street

Ypsilanti, MI 48197

(734) 483-4342

Name: _____ Date of Application: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ E-mail address: _____

Social Security Number: _____ Date of Birth: _____

1. GENERAL INFORMATION:

Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? Yes No

Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment but will be considered only as it reasonably relates to your fitness to perform in the position for which are applying). No Yes If yes, explain below:

2. EDUCATION & TRAINING: (Check all grade levels completed)

HS College/Trade Masters Doctorate

Names & Addresses of Schools	Major/Course Studied	Graduated or degree (Y or N)	Average Grade
High School Attended/Address:			
College or University/Address:			
College or University/Address – Other School (Technical, Vocational, Graduate, etc.) /Address:			

List any scholarships, academic honors, awards or special achievements:

3. SKILLS: (Please list any skills you have that are appropriate for the position you are applying for)

If required, will you work?

Rotating shifts Yes No Saturdays Yes No
Overtime Yes No Saturdays Yes No

Position applying for, be specific:

State fully why you believe you are qualified for this position

Date you can start: _____

INTERESTS/ACCOMPLISHMENTS: You may wish to list significant experience, interests & accomplishments gained while working as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

EMPLOYMENT HISTORY: Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past THREE employers.

If currently employed, may we contact your employer? Yes No

Have you ever worked for Second Baptist Church? Yes No If so, when? _____

PRESENT OR MOST RECENT EMPLOYER

FULL NAME OF COMPANY		PHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/YR
STREET ADDRESS	CITY	STATE	ZIP		
TITLE OF YOUR POSITION				REASON FOR LEAVING:	
NAME & TITLE OF SUPERVISOR					
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:					

FULL NAME OF COMPANY		PHONE		SALARY BEGIN END	EMPLOYED FROM TO MO/YR MO/YR
STREET ADDRESS	CITY	STATE	ZIP		
TITLE OF YOUR POSITION				REASON FOR LEAVING:	
NAME & TITLE OF SUPERVISOR					
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:					

FULL NAME OF COMPANY		PHONE		SALARY BEGIN END		EMPLOYED FROM TO MO/YR MO/YR	
STREET ADDRESS		CITY		STATE	ZIP		
TITLE OF YOUR POSITION						REASON FOR LEAVING:	
NAME & TITLE OF SUPERVISOR							
LIST JOBS HELD, DUTIES PERFORMED, SKILLS USED, & PROMOTIONS WHILE EMPLOYED AT THIS COMPANY:							

REFERENCES: *(Give the names of 3 persons not related to you)*

	Name	Address	Phone	Occupation	Years Known
1.					
2.					
3.					

PLEASE NOTE: Employment at Second Baptist Church is "At-Will", meaning it can be terminated by either Second Baptist Church or me at any time, with or without cause or notice. I understand that no one at Second Baptist Church can create an agreement that contradicts this. By initialing below, I confirm my understanding of the at-will nature of employment if hired.

Initial: _____

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

PLEASE ATTACH YOUR COVER LETTER AND RESUME TO YOUR EMAIL ALONG WITH YOUR APPLICATION.

Signature _____ Date _____

Second Baptist Church of Ypsilanti
Consent for Background Check

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Name:

Last First Middle (Maiden/Alias)

Address:

City: _____ State: _____ Zip: _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email: _____

I, _____, am an applicant for employment / volunteer work with **Second Baptist Church** and have been advised that as a part of the application process, the church conducts a background check. I do hereby consent to the church to use any information that is provided to complete this part of the application process. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I hereby certify that all the information that is provided in this consent form is true, correct and complete. All Offers of Employment / Volunteer are contingent upon the applicant's successful completion, as determined by the employer's sole discretion, of this criminal history / background check.

Signature of the Applicant

Date

SBC Office Use Only *(Please do not write below this line)*

Authorized Person Requesting a Background Check:

Print Name: _____

Signature: _____ Date: _____

Check completed by: _____ Date: _____