



<p>Name of Church: Harvest Bible Church - harvestdetroitwest.org</p>
<p>Location: 6420 N. Newburgh Rd, Westland MI 48185</p>
<p>Brief Description of Organization: We are a non-denominational Bible church, baptistic in nature, where the Word of God is preached without apology and people are loved unconditionally. We are a multi-ethnic, multi-generational congregation in the western suburbs of Detroit. Our church has existed since 2003 and currently has an average weekly attendance of approximately 500.</p>
<p>Job Position: <i>Church Secretary</i></p>
<p>Responsibilities: The Church Secretary oversees the general comings and goings of the office while also caring for a majority of the administrative items of the church. The below list is not exhaustive but is a broad list of various items the Church Secretary does on a weekly basis (most of the items are multi-step processes):</p> <ul style="list-style-type: none"> • Prepare & Print the Bulletin • Process Connect Cards • Track attendance • Organize the distribute the Prayer List • Take minutes of Staff Meeting • Prepare church communications (email & text) • Order Supplies • Many miscellaneous & secretarial items • Maintain Church Calendar & Events
<p>Character, Alignment, and Experience:</p> <ul style="list-style-type: none"> • Character qualifications should include a spiritual maturity, trustworthiness, good understanding of discretion, warm, friendly, empathetic, and servant-hearted. • Alignment with doctrine, philosophy, Constitution, and positions statements of Harvest (see harvestdetroitwest.org, “Who We Are” and “What We Believe” pages) • Organized and can balance ministry and family matters well. • Self-motivated to seek out what needs to be completed. • Professional experience is an advantage. • Understanding of technology and ability to learn <ul style="list-style-type: none"> ○ Microsoft Programs (Word, Outlook, Excel, OneNote, Teams, Publisher...) ○ Website – although the Secretary is not called on to build the website, this person needs to be able to learn how to make updates, changes, and uploads. ○ Although not required, media skills are desired

Gifting and Skills:*Leadership*

- Teachable, submissive, and wise in public and private arena
- Willing to be part of a team with multiple leaders who work together
- Highly effective managerial skills and disciplined time management abilities
- Self-starter, with a continual desire to improve the processes of the church

Communication

- Ability to communicate effectively one-on-one, with small teams, and as the representative of the church to office visitors and callers
- Should be clear and professional

Relationships

- Genuine love for the Lord while continuing to grow in sanctification
- Caring heart for people
- Must understand and submit to Godly structure and church governance
- Ability to work well with existing teams & pastoral staff
- Gifted in supporting other staff and volunteers

Reimbursement:

This is a part-time (24-hr/wk), salaried position, without benefits.

Contact:

Send your resume to careers@harvestdetroitwest.org.

Questions? Call Pastor Kenneth: [734.895.3280](tel:734.895.3280)