



**Name of Church:** Harvest Bible Church - [harvestdetroitwest.org](http://harvestdetroitwest.org)

**Location:** 6420 N. Newburgh Rd, Westland MI 48185

**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.

**Job Position:** *Church Secretary*

**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):

- 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

**Character, Alignment, and Experience:**

- 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](http://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
  - 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](mailto:careers@harvestdetroitwest.org).

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