

Position Description
Administrative Secretary
First Baptist Church Brownwood



Position Overview

The Administrative Secretary should demonstrate ultimate love to God and First Baptist Church Brownwood by providing administrative and organizational support for the comprehensive church ministry consistent with our Mission Pathway:

REAL people transformed by the gospel, pursuing LIFE in Christ, experiencing and creating opportunities for redemptive CHANGE. (Worship, Disciple-Making, and Mission)

Supervisor: Senior Pastor

Essential Duties and Responsibilities for Administrative Secretary

1. Organize the church office and help create an efficient and effective process of communication for the staff, committees, ministry teams, volunteers, and church membership at large.
2. Provide excellent front-line support for reception of guests and members through receiving phone calls and walk-in office traffic.
3. Work with supervisor to facilitate the ongoing maintenance of the church membership database.
4. Send and reply to email correspondence in administrating the church ministry. This includes (but is not limited to): event scheduling and planning, appointment scheduling, committee and ministry team meetings, church fellowships, etc.
5. Prepare support documents for committees, ministry teams, and church meetings.
6. Work with supervisor to format and print weekly church worship service bulletin and prepare for ushers. (coordinate additional handouts as needed i.e. Gideons, convention offerings, local ministries, etc.)
7. Compile literature orders. Open, check, and distribute literature to the proper departments.
8. Communicate with Pastor and ministerial staff with information regarding the death, illness, or other crisis of the membership.
9. Maintain a current church calendar of events, meetings, holidays, mission trips, etc.
10. Order office supplies as needed.
11. Organize and sort the incoming mail.
12. Acknowledge memorials.
13. Receive and answer queries concerning financial matters; maintain file of invoices, correspondence and reports.
14. Work with pastoral staff to host/hostess support for weddings and funerals.
15. Restock welcome cards and offering envelopes in church sanctuary weekly.
16. Oversee communication and coordination of church cleaning with contracted cleaning company (Texas Clean).

17. Provide assistance for Ministry Teams as needed (i.e. tablecloth cleaning, food coordination, decorations, etc.)

Qualifications

1. Prefer college degree or have demonstrated experience in church office administration.
2. Prefer individual with proficient computer skills and knowledge of MS Office suite software and various web-based software for database, email, newsletter, and website administration.
3. Individual must clearly have a passion and love for Worship, Disciple-making, and Missions as demonstrated by Christ.
4. Individual must be able to handle a variety of stressful situations which can occur in the church office and ministry.
5. Individual must be living the Christian life.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills and Abilities

1. The successful candidate will be a Christian, will be a member of First Baptist Church Brownwood and support its membership.
2. Dependability is vital.
3. The ability to work efficiently in an office setting while coordinating the church ministry.
4. Must possess solid time management and organizational skills.
5. Computer skills necessary for carrying out required tasks.
6. Ability to be creative when developing communication and correspondence church wide.
7. Possess solid administrative skills in order to oversee the comprehensive church ministry.
8. Must be able to communicate effectively, both written and verbally.

Comments

The above statements are intended to describe the general nature of the job and the level of work performed by employees in the position.

This position description in no way implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and or aptitudes to perform each duty proficiently.

Employee must be willing to submit to a background check, credit check, and drug test.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by the Employee _____ Date _____

Approved by the Supervisor _____ Date _____

[Position Description for FBC Brownwood Administrative Secretary, Updated 9/18/2023]