



Church Secretary

Employer

3725 E 9th Ave
Winfield, KS 67156

Job Details

Job Title: Church Secretary

Company Name: Cornerstone Bible Fellowship

Job Location: Winfield

Position Type: Part-time

Job Description:

The position of the Church Secretary is a very special ministry and very important in a church setting. The person in this position is on the front lines of this ministry and is one of the first people the public sees and talks to. She or he reflects on the church and should always remember this. The person selected for this position should be a Christian with general office skills who truly feels "called to Christian service". HOURS: Two days a week between Tuesday and Friday in coordination with second Secretary, Part time, 12 to 15 hours per week from 8am to 5pm (flexible). May be asked to coordinate covering for second secretary if unavailable due to illness or personal time.

Qualifications:

- College graduate or equivalent work-related experience.
- Strong computer skills with a solid working knowledge of Microsoft Office, Microsoft Excel, Google Docs and familiarity with Microsoft Publisher, Outlook, PowerPoint and Adobe.
- Experience with electronic file storage on a computer system.
- Familiarity with or a willingness to learn editing of the Cornerstone Bible Fellowship website.

- Proficiency in the use of standard office tools (computer and keyboard, phone system, multi-function copier, etc.).
- Strong organizational skills.
- Have strong communications in English composition, grammar, spelling and punctuation.

Purpose of Position:


Primary function is to serve as the church Secretary. This person reports directly to the Pastor. The secretary does word processing, filing, copying, printing, answering the phone and welcoming office visitors, etc., as needed.

Job Duties include, but are not limited to:

- Receptionist –
 - Positive telephone presence, warm image; screen calls and take messages.
 - Drop-ins – screen according to schedule of pastor.
- Maintain and organize reception areas.
- Order and inventory supplies and equipment.
- Organize and maintain an updated church calendar, coordinating campus events with custodian. –
 - Pick up, distribute and disseminate all mail and correspondence.
- Check and answer email and phone calls in a timely manner.
- Maintain prayer chain lists and other church email lists and use them to send prayer chain messages and documents out in a timely manner.
- Prepare and print all documents needed for Sunday worship including bulletins, newsletters and other documents as required by Senior Pastor.
- Learn to use Ministry Brands Amplify database system to keep accurate membership records.
- Assist with the preparation of Monthly Board Meeting Reports, Quarterly Congregational Reports and Annual Reports.
- Attend staff meetings.
- Routine filing of paperwork and digital documents.
- Notify Pastoral Staff of member hospitalizations, deaths, etc.
- Maintain and update all standard forms, church brochures and ministry literature.
- Organize and maintain the centralized storage of all church documents.
- Coordinate with vendors and contractors for maintenance of office equipment.

Other General Expectations include:

- Always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.

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- Be conscious of the need for confidentiality concerning financial records, counseling situations, personnel matters, and health matters, etc. of congregational participants which should be kept private unless we have permission to disclose.
 - Be a self-starter, good at multi-tasking and prioritizing projects.
 - Possess strong administrative skills and the ability to work independently without supervision.

Application Process:

Please apply in person at 3725 E9th Ave, Winfield, KS 67156