

# Full-Time Church Secretary Job Description

**I. Rational:**

Understanding the many ministries Glen Baptist Church engages in both locally, stateside and around the world the need for a full-time secretary is essential to the function of the day in and day out business of the church. The secretary plays an important administrative roll as we collectively seek to glorify God by growing in Christ and in community through discipleship, service, missions, and worship.

**II. Reporting:**

The secretary will report to the Executive Pastor as the position’s immediate supervisor and as needed report to the Lead Pastor.

**III. Requirements:**

Experience should include strong PC skills with proficiency in Microsoft Office 365 software; clerical skills consistent with general secretarial positions, including a high degree of proper grammar and punctuation skills; strong organizational, phone and people skills. Be able to keep things confidential as often the secretary is privy to sensitive information. Familiarity with basic office equipment. Experience with Planning Center church management software and other church related software is a plus. The candidate must also possess a willingness to learn and be flexible with changes in office technology and maintain a professional appearance in dress.

Candidate does not need to attend or be a member of Glen Baptist Church but must have a consistent walk with Christ and be regular in attendance and service in a local church of like Christian faith. There is a business side of the church but having a ministry mindset is a plus.

* Full background checks are required for all employees of Glen Baptist.
* The work week is Monday through Thursday 8:30AM to 5PM.
* Annual performance reviews.

**IV. Responsibilities:**

* Be the frontline / first person communicating with those who call or come by office and assist as needed.
* Participate in weekly staff meetings for the purpose of maintaining the churches events calendar.
* Order office supplies, Bible study literature, and other needs, as necessary.
* Update weekly bulletin in the church app.
* Keep membership and visitor records up to date in Planning Center software.
* Receive and sort mail.
* Assist ministry team leaders as needed. Examples: Make/print copies, place orders, contact ministries.
* Work with the financial secretary as needed.
* Work with Sunday School/Small Group leaders to promote events and make contacts.

**V. Compensation and Benefits:**

* Compensation will be in the range of $28,000 to $33,000 based on prior experience.
* Pay is twice per month on the 5th and 20th.
* There are no health insurance or retirement benefits offered for this position.
* Vacation time will be: 1 week after 90 days, 2 weeks after 1 year, 3 weeks after 5 years and 4 weeks after 15 years. Vacation time cannot exceed two consecutive weeks.
* Paid holidays.
* Sick leave of 5 days per calendar year after 90 days. Unused sick days may be carried over to the following year not to exceed 10 days.
* 4 days per year are given to take care of personal business. Personal days cannot be carried over to the following year.

Please email resume and references to [tim@glenbaptist.org](mailto:tim@glenbaptist.org) or mail to:

Glen Baptist Church

9846 George Taber Blvd.

Glen St. Mary FL, 32040