Job Title: Secretary of Mt. Airy Baptist Church

Job Overview: The secretary will be responsible for:

* Seeing to the day-to-day tasks that ensure that the ministry and activities of the church continue unhindered.
* Supporting the pastoral staff and freeing them up to focus on personal ministry
* Providing information for, and interacting with, all who call or stop by the church

Qualifications:

* Must be a born-again Christian who is in agreement with the *2000 Baptist Faith and Message* and the basic tenets of Mt. Airy Baptist Church.
* Must be willing to sign a statement of faith.
* Must be a member in good standing at their church.
* Must have basic computer and office skills, and be willing to learn other skills as necessary.
* Must be personable, able to interact with church members, vendors, delivery people, and any others who have need to stop by or contact the church.
* Must be capable of accomplishing all requested tasks without regular oversight.

Job Description:

* Check answering machine messages and email immediately upon entering the office in the morning and after lunch. Return calls as needed and pass messages on to the appropriate recipients.
* Answer all phone calls, and pass messages on to the appropriate recipients.
* Keep the church calendar, updating both the physical calendar and the online calendar. This includes:
* Making sure that events are not double booked.
* Ensuring that church custodians are aware of events that require a change in cleaning schedule or for the fellowship hall to be set up in an abnormal pattern.
* Ensuring that the lawn/snow removal contractor is aware of church events that may need to be worked around.
* Collect the mail each day and make sure that it is passed along to the correct recipients.
* Keep the website up to date.
* Ensure that the weekly sermon/worship power point presentations are entered into the computer and ready for Sunday morning.
* Update and print the monthly bulletin.
* Send out weekly reminders for the children’s church/nursery/sound booth workers, and to the members of committees for upcoming meetings.
* Send out prayer requests when in the office, and be available to do so during off-hours on occasion when there is nobody in the office.
* Make copies as requested.
* Prepare sign-up sheets for church events.
* Ensure that reports are submitted by ministry heads for quarterly conferences.
* Attend weekly staff meeting with the pastoral staff and follow up on any requests that are made. Attend monthly church council meetings in order to keep the calendar up to date.
* Ensure that staff and volunteer background checks/driving checks are up to date.
* Ensure that all financial paperwork (bills, reimbursement requests, etc.) are given to the correct personnel in a timely fashion.
* Update announcement slides.
* Ensure that those who pass away/change church membership are removed from email and mailing lists, including tithe envelopes.
* Keep an inventory of office supplies and order as needed.
* Periodically update directory.
* Schedule church maintenance as requested (carpet cleaning, piano tuning, etc.)
* Other tasks as requested.

Work Expectations:

 Monday-Friday

 10:00-3:00 (lunch in office) or 9:30-3:00 (with lunch break out of office)

 (schedule can be flexible)

Compensation:

* $20.00 an hour
* Two weeks paid vacation
* Ten personal days
* The following paid holidays:
* New Year’s Day
* Good Friday
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving and the day after
* Christmas Day and the day after
* Holidays that fall on normal days off will be treated as roaming holidays.

To express interest in this position, please contact:

Pastor Joshua Vogt

Mt. Airy Baptist Church

301-829-2185

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