

Lead Secretary

First Baptist Church of Saks

July 25, 2022 Update

Principal Function:

The Lead Secretary is responsible to the Pastor for handling all Non-Financial secretarial responsibilities for FBC Saks. This includes managing the daily activity of the office including phone calls, visitors, mail, deliveries, publications, and church records. Secretary should be proficient or willing to learn Microsoft Word, Publisher, and Excel.

Salary Range: \$25,000-\$30,000 Annually; depending upon education and experience. Benefits are Vacation Days and Sick Leave.

Weekly Responsibilities:

1. Be Present! Full time office hours are 8:00 am-4:30 pm, Monday through Friday. Office closes from 12:00-1:00 PM for lunch.
2. Welcome and greet all visitors to the church office. Maintain a neat, organized, friendly, and welcoming atmosphere at all times.
3. Maintain confidentiality with sensitive matters of church business or church member's life situations.
4. Sort and Classify Mail
5. Answer and process all telephone calls and messages as needed
6. Attend Weekly Staff Meeting and participate in other Staff Fellowship opportunities
7. Prepare and print the weekly Worship Guide for Sunday Services
8. Maintain and Print the weekly Prayer List for Wednesday Service; E-mail the Prayer List to the Church Family
9. Maintain records for Sunday School Attendance
10. Copy and Print Music as requested by the Minister of Music in preparation for rehearsals and Worship Services.
11. Maintain and record visitors from Sunday AM Worship Service and Sunday School. Assist pastor with sending "Thanks for Visiting" letters to our guest. Assist with Preparing Visitor Packets.

12. Manage Correspondence for ministers. Inform Pastor of hospitalizations, upcoming surgeries, and deaths.
13. Work with Ministerial Staff to build Multimedia presentation for use in Worship Services.

Monthly Responsibilities:

14. Maintain, prepare, and print the church calendar monthly
15. Prepare and mail the monthly Newsletter for church members
16. Assist with updating Announcements, Newsletters, and other portions of our church website
17. Design and post church announcements on FBC Saks Facebook page
18. Assist Staff with updating announcements on church sign. Advertise the major church emphasis for each month.
19. Organize and publish the schedules for the Deacon of the Week and the Security Team.

Periodic Responsibilities:

20. Learn to search, edit, and update the church member portion of ACS/Realm Church software. Work with the Church Clerk in maintaining an accurate church membership roll and accurate contact information.
21. Prepare and copy the Business Packet for each quarterly Business Meeting
22. File and Store copies of important church documents such as the Constitution and By-Laws, Personnel Manual, Committee on Committees Report, Nominating Committee Report, etc.
23. Communicate with Bereavement Committee when there is a death in the church family
24. Manage member reservations for the Christian Life Center and other church facilities.
25. Oversee scheduling of weddings and communicate all related fees.
26. Maintain and Print certificates used in the course of annual ministry: Baptism, Baby Dedication, Deacon Ordination, License to Ministry, and Ordination to the Ministry.
27. Order and maintain office supplies, copier paper, and copier supplies for general office use.

28. Assist Hostess Committee and Staff with ordering paper products such as plates, cups, napkins, forks, spoons, knives, etc for the supply closet.
29. Maintain the postage machine
30. Assist in ordering the Sunday School literature each quarter
31. Manage the Office Equipment and Office Equipment leases with Dowdy Office Equipment
32. Keep records of church keys and security codes that have been distributed to the congregation and staff.