

## **Ministerial Secretary - FT**

<b>Organization / Location</b>	<i>Trinity Baptist Church, Raleigh NC</i>
<b>Position Category</b>	<i>Administrative Staff</i>
<b>Immediate Supervisor</b>	<i>Senior Pastor</i>
<b>Hours</b>	<i>Full-time</i>
<b>Positions Supervised</b>	<i>None</i>

### **Summary of Position**

The Ministerial Secretary is responsible for administering the tasks and functions of the church office in concert with the daily service practices of the ministerial staff. May be responsible for delegating or handling tasks related to office management, church calendar and events updates, telephone services, publications, and correspondence.

### **Financial Administrator duties and responsibilities**

- Serve as primary receptionist for church office
  - Serve as primary person to answer incoming calls.
  - Serve as primary person to greet all visitors to church office.
  - Maintain bulletin for sympathy cards and thank you notes.
- Oversee office equipment management and supplies
  - Primary liaison to all office equipment vendors
  - Manage inventory of all office supplies, effectively managing purchasing needs while staying within budget.
  - Discuss all non-regular supplies acquisition with supervisor prior to purchase.
- Administrative Assistant to Associate Pastor of Education and Families
  - Maintain all Sunday School records and attendance.
  - Order, receive and distribute all Sunday School literature and periodicals.
  - Develop all promotion for CLUE ministry and order supplies/books as needed
  - Support for all children ministries such as RAs, GAs, Children’s Church, etc.
  - Correspondence with children, parents, and families
  - Children’s Ministry event brochures, registration and promotion.
  - All children’s retreat registration, money collection, medical release information and correspondence
  - Church-wide age graded promotion in Sunday School, missions, and discipleship
  - Maintain screening volunteer and paid worker information
  - Support for Curriculum development
  - Work with Lead teams on promotion and implementation of projects.
  - Maintain current policies and procedures for Children’s ministry
  - Weekly worship bulletins for grade school
  - Support for selected committees: Children, Safety & Risk, Weekday Preschool
- Administrative Assistant to Associate Pastor for Children and Preschoolers
  - Support for Extended Teaching Care; weekly correspondence, monthly schedule and yearly responsibilities
  - Maintain Screening volunteer and paid worker information
  - Support for curriculum development

- Vacation Bible School registration, promotion, staffing information, and training procedures.
- Support for all preschool ministries such as Sunday School, mission friends, discipleship, etc.
- Maintain current policies and procedures for Preschool ministry.
- Preschool ministry event brochures and registration.
- Correspondence with parents and families
- Promote facility guidelines within policies.
- Attend Staff meetings.
- Endeavor to cooperate with and assist other members of the ministerial/support staff and project a helpful attitude in dealing with requests or inquires from church members or the community.
- Perform other duties as needed and/or requested.

### **Education and Experience Requirements**

High school diploma required; college education preferred.

### **Knowledge, Skills and Ability Requirements**

- Must have general computer skills; graphics and page layout skills preferred
- Good communication and people skills
- Adobe Suite Skills preferred
- Conscientious worker who can work within a team setting
- Demonstrates strong work ethic

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<b>Date Approved by Personnel Committee:</b>	<i>October 2018</i>
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