

Job Description: Church Secretary/Treasurer/Clerk (PT) **First Baptist Church, Garrison, Texas**

Position: Church Secretary/Treasurer/Clerk (Part Time). To apply, send your resume (with cover letter) to PO Box 99, Garrison, Texas 75946 or pastorben@fbcgarrison.com.

Compensation

Requires work hours of 8 am-Noon, Monday through Friday, 20 hours per week at \$15-17 per hour (Based On Experience). See Personnel Handbook for additional information regarding Social Security Offset Pay, vacation, holiday, sick pay, etc.

General: Assist the Pastor in serving the church by serving as Church Secretary, Treasurer, and Clerk. He/she is directly supervised by the Pastor. He/she must work in harmony with the Pastor, the deacons, and the church staff, and the overall church family. This job description is not exhaustive and will require other duties as assigned. This job description will be updated annually with the Pastor and Personnel Committee.

Qualifications

1. Must have a working knowledge of Quickbooks, Microsoft Publisher, Word, Excel, and PowerPoint.
2. Must pass criminal background check and credit check.
3. Must be a "born again" believer and active member of a Baptist church.

Church Secretary serves as receptionist, office manager, and administrative assistant to the Pastor and the church. Responsibilities include (50%):

1. Maintain membership records on Membership Plus Data Base. This includes adding members and status, address, etc. on computer and rolodex, and posing member contributions
2. Maintaining Sunday School attendance records in Membership Plus and in Excel.
3. Send out acknowledgments for special donations.
4. Make copies of Sunday service on CD as needed.
5. Prepare Wednesday and Sunday Bulletins.
6. Monthly Newsletter and calendar.
7. Keep files for committees, officers and all committee lists updated.
8. Act as receptionist by answering phoning and greeting and assisting visitors during the week.
9. Compile and mail out year-end tax contribution statements.
10. Keep current monthly calendar of events.
11. Send letter to welcome visitors and new members from Pastor.
12. Assist teachers and officers, youth minister and music minister.
13. Make copies of music for Sundays.
14. Prepare worship songs, sermon slides, and announcements in Media Shout slide show.
15. Publicize events and activities with hardcopy signs, Facebook posts, and on Church Website.
16. Order Sunday School literature for quarters and disburse literature to classrooms.
17. Order supplies for office, janitorial and kitchen.
18. Maintain copier and supplies.
19. Contact building and grounds members when needed for problems in facilities.
20. Pick-up mail and disburse to staff.
21. Maintain files on all equipment and building.

Church Treasurer manages and conducts all financial matters for the church. Responsibilities include (40%):

1. Post all deposits and check writing into QuickBooks.
2. Reconciling bank statement to QuickBooks.

3. Prepare monthly financial statement and distribute copies for business meetings.
4. Pay bills and mission contributions.
5. Conduct Payroll for all employees.
6. Prepare W2 and 1099's at year end
7. Work with Counting Committee
8. Work with Finance Committee

Church Clerk oversees all church membership and business meeting matters. Responsibilities include (10%):

1. Maintain membership cards, membership log.
2. Request for transfer of memberships to and from church.
3. Complete baptism certificates.
4. Record minutes at business meetings and make copies of minutes from previous month for current business meetings.
5. Keep hardcopy files from all business meetings and monthly financial statements (5 year minimum).
6. Keep historical files.
7. Keep deeds, records, and blue prints, floor plans, etc. on file.