

## **Millersville Baptist Church - Secretary**

### **Purpose:**

To coordinate the general overall work (see below for specifics).

### **Duties:**

1. Maintain up-to-date church calendar including van and fellowship hall use.
2. Maintain church membership files.
3. Prepare weekly church bulletins and special bulletins as requested (such as for weddings, etc.)
4. Maintain church mailing lists.
5. Total and mail church literature orders; open and check upon arrival.
6. Receive and dispatch calls and messages.
7. Greet people coming to the church office.
8. Prepare new member's packets for distribution.
9. Keep hospital list and advise pastor and deacons of patients.
10. Advise church and/or appropriate people of accidents hospital admittance, deaths, etc.
11. Sort mail and deliver to individuals.
12. Take and transcribe dictation from the pastor.
13. Open, sort and route incoming mail daily.
14. Act as receptionist for the pastor, make his appointments, receive visitors.
15. Send flowers to church members that go into the hospital or other care institution for one night or more.
16. Send flowers to funerals for church members, their immediate family members (parents, children or spouse).
17. If a family has a death during the night or early in the morning, the secretary will get enough food for the family for that day. The food may be picked up by the family at the church, or it will be taken to their home-whichever they prefer. The church also provides meat for the meals during the time of death.
18. The secretary buys paper products and drinks for church meals or when the church acts as host for another meeting such as when the church hosts the annual associational meeting.
19. Send new members, visitors and new converts greeting letters.

**Vacation and Leave Time:**

This is a paid staff position. The secretary is under the direct supervision of the pastor. The secretary will work 8 hours per day; 40 hours per week (8:30-4:30), hours may vary.

**Benefits include:**

1. Two weeks paid vacation with bonus for the first two (2) years of employment.
2. Ten (10) sick days which will be noncumulative.
3. Paid hospitalization insurance.
4. Compensation for using personal vehicle to do work for the church is based on government guidelines for mileage.

**Election:**

This is a paid position. It will be overseen by the Pastor. Candidates will be interviewed by the Pastor and Deacons. Their recommendation will be voted on by the church in accordance with the procedures listed in the church by-laws Article III Section 4 (by secret ballot).