

# COLONIAL VILLAGE CHURCH OF CHRIST

## CHURCH SECRETARY

### Job Description – Church Secretary

#### ROLE AND RESPONSIBILITIES

The role of the Church Secretary is to serve the needs of the minister, the ministries, and the members of the congregation in carrying out the mission of the church. There are several areas of responsibility. This position reports to the minister.

- **General Office Duties** – handle and distribute all incoming and outgoing correspondence, including mail, phone calls, faxes, and email. They will maintain an inventory of office supplies and forms; be responsible for any updating of forms as needed and ordering office supplies.
- **Announcements & Bulletin** - receive announcements, correspondence and redirect them to the appropriate ministry or members. They are responsible for information that goes in the bulletin and makes sure the brothers get current information to announce on Sunday and Wednesday. Also responsible to keep the bulletin boards updated in the foyer.
- **Calendar & Events** - puts information on the calendar. works with Building and Grounds to manage the facility request forms, notifying them of availability for meeting requests and space needs.
- **Membership** – works with the Baptism Committee to ensure that a member profile is completed on new baptisms and placed membership, ensures that the information is added to the membership database. Paper files are to be kept as well, with copies of the baptism certificate, a picture, any updated forms, and additional information as collected. Also responsible for new member packets and new member orientation. Also tracks when memberships are placed or moved from the congregation. This area of responsibility also includes the weekly attendance for worship service and maintaining and updating the church directory
- **Visitor and Response Cards** - reviews response cards for follow up and filing. Prayer requests are added to the bulletin. After letters have been mailed to visitors, the data should be added to the visitor database in and filed. works closely with the Evangelism team to give them information for visitor outreach, also responsible for putting together and maintaining visitor packets and making sure they are available for the ushers to distribute at the appropriate time.
- **Special Projects** - complete special projects as assigned. Some projects include putting together and assembling meeting packets, mass mailings, and other requests in support of the leadership and other ministries.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or G.E.D.

## **PREFERRED SKILLS**

- Computer skills
- Knowledge of Microsoft Office
- Good communication skills (oral and written)
- Pleasant personality and able to work with others
- Team player

## **ADDITIONAL NOTES**

Submit resume, references, and a brief statement on how you are a fit for this position. Forward applications to Bro. Courtney Caruthers, [courtneyc238@hotmail.com](mailto:courtneyc238@hotmail.com) or [cvcoclsoweave@att.net](mailto:cvcoclsoweave@att.net).