

# **Job Description**

## **Church and Financial Secretary**

### **Maplewood Baptist Church**

**Yadkinville, North Carolina**

#### **PURPOSE**

The Church Secretary is responsible to the Pastor and the church under the supervision of the Pastor for efficiently providing secretarial services and a warm welcome to callers and guests.

The Financial Secretary is responsible for providing financial and clerical services to the church under the supervision of the Pastor. The Financial Secretary shall work at all times in cooperation with the Pastor, Ministerial Staff, Church Treasurer and Chair of Finance.

#### **Accountability**

- ☐ The Church and Financial Secretary will be accountable directly to the Pastor.

#### **Church Secretary Responsibilities**

- ☐ All personal and church information learned or obtained while employed will be held in the strictest confidence. Failure to do so will result in disciplinary action.
- ☐ Receive and screen incoming calls with tact, courtesy, and diplomacy, take clear messages, provide information, route calls and return calls.
- ☐ Perform general office work, maintain inventory of office supplies and various files; keep records and compile these into periodic or occasional reports as requested.
- ☐ Operate office machines and ensure that machines are clean and well maintained.
- ☐ Pick up, sort and distribute daily mail (both standard and electronic).
- ☐ Maintain Church mailing list.
- ☐ Maintain phone tree as needed for church members.
- ☐ Maintain updated lists of baptisms, marriages, births, deaths and other important events in the life of the church.
- ☐ Develop, write and prepare publications for the church including: weekly church bulletin and special services bulletin, prayer lists, inserts, monthly newsletters, brochures, press releases, assist with Children's bulletins, etc.
- ☐ Coordinate and manage the church calendar of events, use of facilities, and church vehicle.
- ☐ Participate in church council meetings as available.
- ☐ Assist church committees as requested.
- ☐ Assist the Church Clerk in keeping church membership files current in database for use by the Church Leadership and Pastor. This may include verification of correct addresses and telephone numbers.
- ☐ Prepare Associational Church Letter Annual Report
- ☐ Assist Sunday School Director by ordering and maintaining teaching materials and distribute as needed.
- ☐ Maintain and distribute Sunday School class rolls and record attendance.
- ☐ Develop, coordinate and maintain church bulletin boards and displays to promote church programs and special events as needed.
- ☐ Cooperate with the Pastor and Church Leadership by performing any other tasks that may arise.

### **Financial Secretary Responsibilities**

- ☐ All personal, financial and church information learned or obtained while employed will be held in the strictest confidence. Failure to do so will result in disciplinary action.
- ☐ Post receipts and disbursements of all accounts according to financial system.
- ☐ Send appropriate acknowledgements for contributions, memorials, monetary and special gifts.
- ☐ Post offerings weekly to individual accounts and mail quarterly statements.
- ☐ Assign offering envelopes as required.
- ☐ In conjunction with Church Treasurer, prepare bank reconciliation statements monthly.
- ☐ Prepare financial reports for Finance Committee, church conference, and prepare monthly and annual year-end financial statements.
- ☐ Work with tax consultant to prepare federal and state reports as needed.
- ☐ Maintain standard Personnel information {W-4, W-9, I-9 forms, etc}
- ☐ Verify all invoices.
- ☐ Prepare and issue checks for general invoices and payroll in accordance with church policy.
- ☐ As available attend finance committee meetings and church conferences.
- ☐ Perform such other duties as may be assigned by the Church Treasurer, Pastor, Chair of Finance or Personnel Committee.

### **Qualifications and Other Professional Responsibilities**

- ☐ Possess a vibrant, growing personal relationship with Christ and a desire to work in a ministry setting.
- ☐ Must have basic computer skills and be proficient in MS Windows, MS Office Suite, and desktop publishing and ACS Membership software.
- ☐ Maintain consistent office hours.
- ☐ Be a participant in monthly and/or called staff meetings.
- ☐ Strong administrative skills and the ability to work independently
- ☐ Strong communicative skills – both verbal and written
- ☐ Have ability to acquire new skills to enhance job performance and efficiency

### **Guidance**

- ☐ General direction will be provided by the Pastor in conjunction with the Church Leadership
- ☐ The Church Secretary is a ministry position of the Church. As such his/her behavior and attitude, on and off the job, should reflect the same.

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Signature of Employee

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Date

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Signature of Personnel Committee Member

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Date

# Maplewood Baptist Church

## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) ( Zip Code)  
Number years resident of city \_\_\_\_\_

Phone \_\_\_\_\_  
(Home) (Business) (Cell)

Referred by \_\_\_\_\_ Are you legally authorized to work in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a Christian? \_\_\_\_\_ Yes \_\_\_\_\_ No Do you belong to a local church? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what church do you belong to? \_\_\_\_\_

Position applied for (if known) \_\_\_\_\_

Date available to work, if hired \_\_\_\_\_ Salary Range Expected \$ \_\_\_\_\_

## EDUCATIONAL BACKGROUND

Type of School	Name/Address	# Years Attended	Graduated		Course of Study or Major	Degree
			YES	NO		
Grammar/Grade School						
High School						
College						
Post Graduate						
Business or Trade						
Other						

## PERSONAL INFORMATION

### MILITARY SERVICE

Have you ever served in the US Military? \_\_\_\_\_ Yes \_\_\_\_\_ No Did you receive job-related training? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_

## PERSONAL BACKGROUND

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No    Are you currently being investigated? \_\_\_\_ Yes \_\_\_\_ No

If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

## PERSONAL REFERENCES (Excluding former employers or relatives)

1.    Name \_\_\_\_\_ Address \_\_\_\_\_  
      Phone Number \_\_\_\_\_ Occupation \_\_\_\_\_
2.    Name \_\_\_\_\_ Address \_\_\_\_\_  
      Phone Number \_\_\_\_\_ Occupation \_\_\_\_\_
3.    Name \_\_\_\_\_ Address \_\_\_\_\_  
      Phone Number \_\_\_\_\_ Occupation \_\_\_\_\_

## PRIOR WORK HISTORY (List in order – present or last employer first)

Dates	Name/Address of Employer	Rate of Pay	Supervisors Name & Title	Reason for Leaving
From:				
To:				
Describe in detail the work you did.				

Dates	Name/Address of Employer	Rate of Pay	Supervisors Name & Title	Reason for Leaving
From:				
To:				
Describe in detail the work you did.				

Dates	Name/Address of Employer	Rate of Pay	Supervisors Name & Title	Reason for Leaving
From:				
To:				
Describe in detail the work you did.				

Use additional pages if necessary.

May we contact the employers listed above? \_\_\_\_\_ If not, indicate which one(s) you do not wish us to contact.

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\_\_\_\_\_  
\_\_\_\_\_

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## SPECIAL SKILLS AND QUALIFICATIONS

Summarize any special skills and qualifications acquired from employment or other experience.

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Are you able to perform the duties of the job for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please use the space below to summarize any additional information necessary to describe your full qualifications.

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**OFFICE OR SECRETARIAL SKILLS** (Complete the chart below. Attach a page to this application and list the computer software programs you can use. Rank each one individually between 1 to 10, with 10 being the highest. For instance: "Microsoft Excel – Skill level of 9. Tell what you can do in each computer application, such as Mail Merges, use of formulas in spreadsheets, website editing with insertion of pictures, links, etc.)

Skill	Yes/No	Skill	Yes/No
Typing/Keyboarding	WPM _____	Microsoft Word	
Dictation & Transcription		Microsoft Excel	
Calculator/Adding Machine		Microsoft Access	
Filing		Microsoft Power Point	
Bookkeeping		Microsoft Outlook	
Receptionist/Switchboard		Microsoft Publisher	
Copier/Fax Machine		Knowledge of Internet	
Website Editing		Graphic Layout/Design	
		ACS Software	

Other software skills \_\_\_\_\_

*(Add another page if necessary)*

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In an emergency, please contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
(Home) (Business) (Cell)

**APPLICANT'S CERTIFICATION AND AGREEMENT**  
**(PLEASE READ CAREFULLY BEFORE SIGNING)**

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal if I am employed. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications. Maplewood Baptist Church is hereby authorized to make any investigation of my personal history (Criminal and Sexual Misconduct) and credit record through any investigative agencies or credit bureaus. I realize that information about my past may be disclosed. Failure to disclose past criminal/sexual misconduct/financial matters may cause me not to be considered for this position.

I understand that all employees are encouraged to see themselves as professional members of a team dedicated to God and committed to the ministry of Maplewood Baptist Church.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for completing this application and for your interest in employment with the  
Maplewood Baptist Church – Yadkinville, North Carolina.*

***Mail or email application to:***

Maplewood Baptist Church  
c/o Employment Opportunity  
P.O. Box 576  
Yadkinville, NC 27055  
Phone: (336) 679-3555  
Email: [office@maplewoodbc.org](mailto:office@maplewoodbc.org)