

Hardin Baptist Church is seeking to hire a full-time or part-time church secretary to assist the needs of congregants, church leaders, and community members.

**Position: Church Secretary**

**Hours:** Part-time or full-time

- Part-time:
  - Monday–Wednesday, 8:00–4:00 p.m.
  - Or Wednesday–Friday, 8:00–4:00 p.m.
- Full-time:
  - Monday–Friday, 8:00–4:00 p.m.

**Role:** The church secretary of HBC will assist the church leaders with clerical needs and channel communication between the congregation and church leaders. The secretary will assist the needs of both congregants and community members who come to the office, call, or email. Below are a list of general tasks and requirements.

- **Essential Tasks —**
  - Answer phone calls in church office; check & answer voice mails; take messages
  - Read and respond to emails
  - Welcome office visitors, address questions, and assist them with any problems.
  - Help community members fill out financial assistance forms and coordinate their needs with assistance team.
  - Connect church members with deacons for financial assistance.
  - Connect those needing groceries with food pantry staff.
  - Maintain church records, such as information regarding baptisms and marriages.
  - Write weekly bulletin blast by gathering info from pastors, staff, & leaders
  - Compile, schedule & send weekly midweek prayer list
  - Send church wide emails, promos, and other communications.
  - Oversee church calendar, manage facility usage, and coordinate building needs for events
  - Order church and office supplies when needed
  - Coordinate communication between congregation and church leaders.
  - Manage and edit member information in church software system.
  - Follow-up with guests and absentees in software system; send emails; report to pastor(s)
  - Follow & respond to pathways in church software system regarding guests
  
- **Competencies—**
  - Clear and effective communication skills
  - Patience and understanding when dealing with confused, grieving, or difficult visitors to office.
  - Friendly and courteous personality.

- Organized and able to multitask.
- Strong writing skills.
- Proficient using computer, copy machine, social media, website editing, and software programs such as Word, Google Drive, Canva, and Power Point.
  
- **Character —**
  - Integrity
  - Kindness
  - Honesty
  - Hospitable
  - No gossiping
  - Trustworthy with confidential information.
  
- **Chemistry —**
  - Member/regular attender of HBC
  - Enjoyable positive personality
  - Not cynical or pessimistic
  - Fits well with the ministry team
  
- **Education and Experience—**
  - Minimum of high school diploma required.
  - Basic office work experience required.