

WOODMONT BAPTIST CHURCH

Job Description

October 31, 2019

PASTOR/OUTREACH SECRETARY

Principal Function

Shall be to serve the ministry needs of the membership and provide administrative support to the church staff.

Reports to Senior Pastor, Associate Pastor

Responsibilities

- Perform secretarial duties for the Pastor and Minister of Students.

Pastor:

- Create background and prepare a birthday letter to be mailed to each member.
- Proofing as requested.
- Prepare PowerPoint for Sunday sermons.
- Assist pastor and Children's Minister in Parent/Child Dedication by preparing a PowerPoint presentation with picture of each child and scripture verse, a letter from the pastor, and special bulletin insert.
- Send a letter to first time visitors
- Perform other duties as requested.

Student Minister:

- Perform duties as requested.

Deacons:

- Assist the pastor in assisting the Deacons in carrying out their duties.
- Assign Deacon Families for each deacon for the new church year in September.
- Prepare Deacon Packets with deacon family lists, reports and schedules for new church year in September.
- Prepare Deacon's Picture/Family List Book.
- Prepare Deacon Schedule for the "Deacon of the Week" for new year in September.
- Prepare letter and ballots for the Deacon Election of Nominating Committee and mail to members. Process results of ballot count, and prepare packets with reports needed for the elected committee.
- Mail reminders cards to Deacons of monthly meetings.

Contributions:

- Compare weekly Offering Summary Sheets with offering envelopes.
- Process online giving contributions.
- Post weekly contributions to member's individual records.
- Prepare and mail Contribution Statements to members every quarter.
- Send an acknowledgement card of Memorial/Honorarium gifts to family member.
- E-mail Church Membership List to Lifeway Envelope Service for monthly envelope mailing service.
- Assist in the Building Fund Campaign with Commitments pledged, reports and other duties as requested.

Outreach:

- Sort the Friendship Cultivation Sheets/Sunday School Visitors Registration Cards, process the visitors, and maintain the church prospects file.

- Prepare Sunday Visitors reports.
- Organize and process the information for the Outreach Ministry, keep records of all visits and contacts for church prospects.

Personnel:

- Maintain Personnel files, filing confidential information of employees in employee folder, keeping record of employee's time off, calculate employee's sick/vacation time available.
- Update personnel manual, job descriptions and other duties as requested.
- Mail reminder card to the Personnel Committee of meetings.

Membership:

- Process new members and maintain church membership records.
- Request church letters for new members who have joined by letter.
- Process church member dismissals for request for letters and deceased members.
- Prepare the Annual Church Letter for the Association.
- File church minutes.
- Prepare New Member Packets.
- In-Church Ministry: prepare labels for rolodex file for each family member, provide a deacon list, and a list of Sunday School classes/codes/teachers.
- Coordinate baptism by contacting the candidates, baptism committee, and the building superintendent, then updating appropriate records.
- Prepare and mail MIC letter for scheduled MIC class and prepare MIC Packets for the class.
- Prepare offering envelopes for new members.

Other:

- Assist the Minister of Education/Administration in maintaining the church calendar and posting events to the Online Calendar.
- Work with Transportation Committee in maintaining the Transportation Calendar with scheduling of bus usage and adding drivers to church insurance.
- Scheduling and receiving applications for reservations of church facilities for church activities, weddings and personal usage of East Campus, convey information of building policies, and collect deposits and applicable fees.
- Scheduling of requests for borrowing church equipment.
- Prepare the Sunday bulletin and inserts.
- Maintain the main office files.
- Prepare PowerPoint presentation for Sunday announcements.
- Take reservations and collect money for Primetimers' Trips.
- Inform Lord's Supper Committee and the Deacon contact with date and time of the Lord's Supper. Mail cards to Deacons about serving the elements.
- Assist in membership mail-outs and take to post office.
- Perform other duties of secretaries in their absence.
- Assist in answering the phone as needed.
- Perform other duties as assigned by ministerial staff.
- Work with the assigned staff member in assisting the following committees:

Baptismal	Decorations	Missions
Long Range Planning	Building Committee	Lord's Supper
Personnel	Trustees	Transportation
Senior Adults	Pulpit Supply	Youth & College
Outreach		