

OAK HILL BAPTIST CHURCH
JOB DESCRIPTION FOR THE POSITION OF CHURCH SECRETARY

Although the IRS considers all individuals who receive a salary to be “employees” of the church, the truth is that the position of Church Secretary is much more than just a job – it is a ministry. It is a very small percentage of Christians who are ever offered the privilege of serving as paid staff in a Christian ministry. Colossians 3:3-24 provides the basic Biblical standard from which we are to approach all of our labor: “Whatever you do, work at it with all your heart, as working for the Lord, not for men ... It is the Lord Christ you are serving.”

The opportunity to serve on the staff of Oak Hill Baptist Church is a sacred trust that must be carefully and diligently safeguarded. It is expected of all OHBC staff members that they conduct their work with a spirit of dedication, dependability, enthusiasm and competence that truly honors the Lord.

Qualifications:

1. The Church Secretary must be a baptized follower of Jesus Christ and a member in good standing of Oak Hill Baptist Church.
2. Must have basic computer and word processing skills.
3. Must have general bookkeeping and accounting skills.
4. Proficient with “Quickbooks” software.

Responsibilities:

1. The Church Secretary reports directly to the Pastor and works under his supervision.
2. Puts a new message on the church sign by close of business on Monday.
3. Produces a rough draft of the weekly worship bulletin for the pastor’s review by noon on Wednesday.
4. Produces the required number of worship bulletins, and appropriate inserts, by noon on Friday.
5. Collects, sorts and distributes the church mail.
6. This person also serves as the Church Treasurer and is therefore responsible for recording individual offerings, payroll, and ensuring all bills are paid on time.
7. Produces the monthly financial statement for the pastor’s review by close of business on the first Monday of each month.
8. Other duties as assigned by the pastor.
9. Average number of working hours per week is 15-20.

Compensation:

- \$7.25 per hour
- 1 week of paid vacation per year.