

Mount Gilead Missionary Baptist Church

EMPLOYEE POSITION DESCRIPTION

Position Title: Church Clerk Administrator
Reports to: Pastor and Office Administrator
Date Prepared/Revised: 25 January 2021

Principle Function:

To perform secretarial duties for and administer special requests made by the Pastor and the Office Administrator. To provide administrative office functions as a receptionist in support of the Pastor, the Church Leadership, Volunteers, and Congregation by politely and cheerfully answering all incoming telephone calls, warmly greeting visitors, making copies, handling incoming and outgoing mail, assist with general office duties, and perform other clerical support for the office and employee staff of Mount Gilead Missionary Baptist Church.

Daily & Periodic Duties and Responsibilities

- Provide secretarial assistance to the Senior Pastor and Office Administrator as needed such as: typing, filing, making copies of important documents, correspondence, and data entry.
- Assist Office Administrator in sorting and distributing incoming mail. Seal, stamp, and sort all outgoing mail.
- Assist Office Administrator with her work overload as needed.
- Assist the office administrator in maintaining accurate and up-to-date church membership rolls and mailing list.
- Assist the Office Administrator in maintaining attendance for the Spiritual Growth & Discipleship Academy.
- Assist office administrator in maintaining inventory of all electronic equipment and supplies and ensure that the office equipment is well maintained and serviced.
- Fulfill other secretarial responsibilities as instructed by the Pastor & Office Administrator.
- Ensure that the receptionist area is in a neat and orderly condition.
- Answer telephone calls in a prompt, courteous and timely manner. Calls shall be transferred to the requested staff person in a prompt manner. Prepare an accurate message for all calls when the requested staff persons are not available to receive the calls. Place the message slip in the staff person's mailbox.
- Greet all walk-ins in a friendly and professional manner. Determine the reason for their visit and assist them with their need, if possible. If they have an appointment, notify the person they are there to see. If they do not have an

appointment, inform the person they are requesting to see of their presence. Ask the person to be seated in the waiting area while contacts are being made.

- Strive to meet all administrative deadlines with accuracy, thoroughness, and neatness.
- Maintain church records and set up new files and maintain a well-organized administrative Filing System (on paper & electronically), keep updated printout of system for additional easy access.
- Prepare and mail all Appreciation, Get Well, Bereavement, Welcome & Thank You” cards and letters in a timely manner.
- Be a team player and by all means be open to correction and reproof, especially when preparing correspondence or church bulletins and notices.
- Assist with the Bereavement Ministry and Funerals
- Electronically prepare Baptism & Baby Dedication Certificates in a timely manner.
- Accurately record / Update Membership’s Financial Contribution records and personal Membership Profile data timely using ACS computer software.
- Report incidents to the Pastor or his designee in a timely manner.
- Keep paper and scanned copies of Marriage Certificates and Minister’s License.
- Effectively use Email and Constant Contact to communicate with the Leadership & Membership.

Monthly Duties & Responsibilities

- Work closely with the Pastor to update the Tribal Ministry’s new members listing monthly.
- Update the “Convalescent Home” members & the “Sick & Shut In” member listing monthly.
- Faithfully attends and participates in the Monthly Employee Meetings.
- Assist the Office Administrator in taking the Monthly Employee meeting minutes if she is not available.

Quarterly Duties & Responsibilities

- Quarterly record and update Church Conference minutes.
- Quarterly update Inactive and Financially Delinquent membership listing.
- Responsible for taking the minutes for the Quarterly Executive Leadership Ministry (ELM) meeting.
- Faithfully attends and participates in the Quarterly Leadership Conferences.
- Assist the Office Administrator in maintaining attendance for the Quarterly Leadership Conferences.

Critical Knowledge, Skills, and Abilities

- Proficient in Microsoft Word Applications
- Proficient in PowerPoint
- Proficient in Excel
- Proficient in Microsoft Outlook
- Proficient in Access
- Proficient in ACS Accounting Software
- Proficient in exhibiting excellent basic mathematical skills
- Proficient in operating multi-level phone system.
- Proficient in reading reports and letters of acknowledgment at funerals.
- Proficient in exhibiting excellent Communication skills (orally & in writing)
- Proficient in exhibiting excellent Interpersonal skills in dealing with the membership and the public.
- Proficient in exhibiting excellent Time Management skills in executing all assigned tasks in a timely manner.
- Proficient in the use of confidentiality as it relates to the sensitive financial information of the membership and confidential information regarding the church in general.
- Must submit to a background check every two years and must also administer the background checks for all of the Employees, Church Ministry Leadership and Ministry Volunteers of Mount Gilead Missionary Baptist Church.

Education and Experience

- Minimum of two years of college or three years of administrative secretary experience
- Exhibits excellent leadership ability.
- Proficient in dealing with all types of people and their personalities.