



FIRST BAPTIST CHURCH OF SEABROOK

Job Posting & Description

Job Title: Church/Financial Secretary

Status: Part time/ support staff

Dept./Location: Church Office

Date Revised: 9/3/24

Reports to: Senior Pastor

Salary Range: \$18- \$20 per hour

Position Purpose and Description:

First Baptist Church of Seabrook is a growing faith-based fellowship dedicated to serving God and His people. We are seeking a passionate, trustworthy, dedicated Church Secretary to join our thriving church team. Being a Christian member of a like-minded church is strongly desired for this position. The Church Secretary serves as part of the First Baptist Church of Seabrook's ministry team. The secretary performs secretarial and administrative tasks that support the overall functions and activities of the church. The secretary represents the face of the church in the church and office buildings.

Job Requirements:

Experience in a similar clerical role is preferred but not required.

General Expectations and Attributes:

- Be a committed and growing Christian who is Biblically and doctrinally sound.
- Shows concern for people and have a passion to see Christ's kingdom grow.
- Demonstrate caring and servant attitude that exhibits Christ's love.
- Be dependable, accessible, and knowledgeable about church ministries.
- Has excellent clerical and organizational skills.
- Demonstrates good communication and listening skills.
- Has excellent computer skills working with Microsoft programs, (Word, Excel, Access, Publisher) Adobe PDF's, QuickBooks, and willing to learn more.
- Possesses good verbal, writing, editorial and publishing skills.
- Protects the reputation and integrity of others through strict confidentiality.
- Demonstrates good teamwork ability.
- Must be willing to submit to and pass a background and credit check.

Duties/Responsibilities:

- Greets visitors and members as they enter the office building and assists them as needed during office hours.
- Answers phone calls and handles voicemail, and emails to the church and communicates messages in a timely manner to the pastor, other staff and/or members as needed. Additionally, advises appropriate staff of any issues or potential issues as the Secretary becomes aware of said issue.
- Composes letters and emails.
- Maintains all front-office equipment.

- Maintains the church member database, membership cards, benevolence database, original membership book, phone directory, visitor log, etc.
- Keeps and updates a master calendar and monthly calendar of events.
- Publishes church council reports, quarterly business reports, monthly newsletters by gathering information, creating forms and documents and proofing.
- Picks up mail and takes outgoing mail to the post office as needed.
- Sorts mail and distributes as needed.
- Performs background checks as requested.
- Prepare all bills to be paid including purchase orders and submit said bills to the treasurer for payment. Once checks are written, the secretary prepares the bills for mailing.
- Maintain all receipts and documents for all church credit cards and set up payment systems for each. When church credit card statements are due, submit to the treasurer for recording.
- Filing and purging files as needed.
- Maintains inventory of office supplies in the office and in the workroom of the main building.
- Responsible for designing and reproducing welcome brochures, visitor/welcome cards, business cards, etc.
- Designs and produces flyers, programs and other publications as needed.
- Designs and produces digital announcements each week.
- Records all contributions and donations to the church.
- Verify each deposit and expense using Bank Statements for accuracy with setup filing system.
- Produces and mails individual “Record of Contribution” for each contributor each calendar year.
- Carries out other duties as needed.

Interested individuals should send their resume and references to First Baptist Church of Seabrook at fbcseabrook@yahoo.com (Attn: Personnel Committee) or drop it off at the church office located at 1909 Capri, Seabrook, TX 77518 between 9:30am and 1:30pm Tuesday to Friday. Contact phone number is 281-474-3281
