

# Corinth Baptist Church

2883 N NC Hwy 58, Nashville, NC

## *Church Secretary*

### Key Responsibilities

#### **Office Management:**

Answering phones, managing mail and email, greeting visitors, maintaining office supplies and equipment, and ensuring a welcoming and organized office environment.

#### **Communication:**

Drafting and distributing correspondence, preparing bulletins and newsletters, managing church communications (including email lists and prayer chains), and relaying information to the congregation.

#### **Record-Keeping:**

Maintaining accurate membership records, recording baptisms, confirmations, marriages, and other significant events, and managing financial records.

#### **Calendar Management:**

Coordinating and maintaining the church calendar, scheduling appointments, and ensuring events are properly communicated.

#### **Administrative Support:**

Assisting pastors and other staff with various administrative tasks, such as preparing reports, presentations, and other documents.

#### **Confidentiality:**

Handling sensitive information with discretion and maintaining confidentiality regarding church members and their information.

## Essential Skills

- **Organizational Skills:** Ability to manage multiple tasks, prioritize work, and maintain an organized office environment.
- **Communication Skills:** Excellent written and verbal communication skills for interacting with the congregation and staff.
- **Computer Skills:** Proficiency in word processing, email, and other common office software.
- **Interpersonal Skills:** A welcoming and friendly demeanor, with the ability to interact with people of diverse backgrounds.
- **Confidentiality:** Ability to handle sensitive information discreetly and with integrity.