



*Sharing Christ, Showing Compassion, Serving Community*

**Position Title:** Pastor's Administrative Assistant/Secretary

**Reports To:** Pastor

### **Job Responsibilities and Duties**

#### **Weekly**

- Prepare bulletins for worship services
- Prepare items for power point projections
- Prepare Pastor's pulpit notes
- Notify the Pastor and Deacon Chair of members who are hospitalized, births, deaths, and weddings in church membership and families of members
- Gather information, prepare, layout and print "The Messenger"
- Coordinate with Business Manager and Trustee Chair about the use of church property
- Prepare staff meeting agendas
- Monitor incoming and outgoing mail, ensure accurate postage and compliance with office policy
- Input data from offering envelopes for each member
- Correspondence and administrative support as needed

#### **Monthly**

- Prepare Joint Board agenda and gather business items
- Prepare Council on Ministries agenda and minutes
- Maintain and update church management program and mailing list

#### **General**

- Manage incoming and outgoing calls in a courteous, friendly, and professional manner
- Maintain church calendar
- Work with Church Clerk to keep the permanent church register current
- Manage wedding files for Pastor
- Coordinate funeral arrangements with, and for, the Pastor
- Assist with special events as needed
- Prepare bulk mailings
- Order office supplies as needed
- Perform other tasks and responsibilities as assigned by the Pastor

### **Qualifications**

- Demonstrate proficiency in computer skills including Word, Excel, Power Point, Publisher, and Bethel Missionary Baptist Church management software
- Attention to detail and follow through on assignments and deadlines
- Commitment to confidentiality regarding all records, both of the church, staff, and members
- Ability to organize and communicate clearly and effectively
- Ability to maintain a friendly and courteous atmosphere
- Commitment to good interpersonal relationships and teamwork

Interested applicants should contact Pastor Xavier Johnson at (937) 222-4373 or at [pastor@bmbcd Dayton.org](mailto:pastor@bmbcd Dayton.org)