

Church Secretary

To apply, email jobs@ebcknox.org

Ebenezer Baptist Church

2200 MIDWAY ROAD, KNOXVILLE, TN

[HTTPS://WWW.EBCKNOX.ORG/](https://www.ebcknox.org/)

This will be an hourly position.

24 hours per week, Monday through Thursday.

Holiday pay provided and 1 week of vacation per year after 6 months of service.

Pay will be based on experience.

ADMINISTRATIVE DUTIES

- The church secretary is to be the central point of contact for church business.
- Answer church phone calls and emails.
- Provide information or requests from calls/emails as appropriate.
- Forward pertinent information from calls/emails to pastors or committee chairpersons as needed.
- Distribute mail and packages to appropriate recipients.
- Order supplies or equipment requested by staff, committees, or classes with approval by the church. Any purchase over \$150 must be approved by the church.
- Work directly with the Pastoral staff and other Church organizations/committees in making appointments, reservations, preparing and mailing correspondence along with any miscellaneous Church related office requests.
- Maintain the Church calendar in the secretary's office with all church activities recommended by the Church Council or other committees as well as building reservations for member/special events.
- Maintain updated files and contact information on each current Church member and family. Assign new members/families to the active deacon's list and notify the deacon.

- Assign all Church members to active deacon lists yearly according to the number of current active deacons. Prepare a Deacon's letter and all literature for new members of the Church.
- File Sunday School attendance records weekly.
- Ensure current SS roles and accompanying envelopes are provided for weekly attendance in all SS classrooms.
- Ensure offering envelopes are in the sanctuary pew holders and all SS classrooms. Distribute special offering envelopes and literature (Annie Armstrong, Lottie Moon, Children's Home) as needed.
- Complete and mail postcards for assigned nursery workers, children's church workers, security, and communications committee members weekly.
- Complete and mail postcards for other committee members/organization meetings as required, i.e., Church Council meetings, etc.
- Complete, print, and fold paper bulletins for each Sunday after the Order of Services is provided by the Minister of Music. Bulletins will be sent via email to the electronic member listing and hard copies mailed to the shut-in listing.
- Complete the monthly newsletter and distribute it via email before the first day of every month. The newsletter will include input from pastoral staff, a financial summary from the previous month, and any upcoming announcements or events. The newsletter is composed in CANVA software and is distributed via hardcopies, emails, and physical mailings.
- Order, sort, and distribute Sunday School literature quarterly. Coordinate with the SS director concerning any changes in literature number or format before ordering. SS Literature is ordered through Lifeway and currently, we do auto-ship.
- Design and print special programs for handouts during special events at the Church.
- Purchase flowers to be handed out on Mother's Day.
- Complete and file with Knox County Baptist the annual church letter by the end of September.
- Make reservations for the annual Southern Baptist Convention for any messengers sent from the church.
- Complete any requests from any church committees as needed.
- Utilize Realm software for membership tracking, accounting, and payroll. Update software as required.
- Coordinate with the Chairman of Deacons for any needs the deacon body may have.

- Any other church-related duties as needed.

ACCOUNTING

Weekly

Post Church stewardship weekly giving which the Finance Committee turns in. Open all mail and date stamps for processing of weekly accounts payable checks. Process payroll for all employees. All accounting is processed by Realm Software programs. File all paperwork using the filing cabinet and workbooks. Purchase office supplies as needed for the Church.

Monthly

Prepare monthly payroll tax deposits and pay online using the IRS website. This is to be entered and processed after the last payroll cycle of the month—process journal entry to post to the general ledger. Pay and post to general ledger credit card charges.

Prepare monthly financials through Realm reporting software, which includes Asset (Balance sheet) reports, Income Statement, and Budget/Expense report. Prepare a copy to be given to the finance committee on the first Sunday of the new month. All copies are to be placed in the financial book. Process Bank Rec for balancing and place in financial book.

Quarterly

Prepare quarterly payroll report (941) for each 3 months of the year. Using Realm this will be processed automatically for printout and mailing.

Yearly Budget (October -September)

Prepare budget worksheets for Budget Committee members. Print out all requests from committee members for their budget analysis for the year. Attend the Budget Committee and print out preliminary budget booklets to be handed out to the Church members. Close out all accounts for the new year. Start new year filing system.

Yearly (December)

Prepare employee W2 forms to be given to the employees and W3 to be mailed to the IRS. All W2 and W3 information records are in Realm software. Print out all

Church stewardship statements. Give all W2s and statements to Treasurer for handout.