

KURRI KURRI BAPTIST CHURCH

Secretary Role Description

Document 19	
Replace existing document?	Yes
Version:	2.2 (Additional responsibilities added regarding risk assessments and fire safety)
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.1) Additional skills added. Reviewed and accepted by Governance Body on 1/7/2025 (Version 2.0) Secretary Role Description Reviewed, updated and reformatted and adopted by Governance Body on 27/6/2024 (Version 1.0) Church Secretary Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	27/6/2024
Last date reviewed:	22/6/2026 (1/7/2025)
Review due date (annual review):	22/6/2027

Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Secretary

Role Description

The Secretary is responsible for the smooth running of the Church, its meetings, committees and governance, and is often the contact point for external organisations to contact the Church

Responsibilities

- Receive, and where appropriate respond to, all correspondence directed to the Church
- Provide agendas for Church and Deacons Meetings
- Ensure that adequate records of all Church, Deacons and Committee Meetings are kept for a minimum of 45 years (preferably 100 years)
- Coordinate publishing of the Church Annual Report including writing the Annual Secretary's Report
- Provide/Communicate a calendar of activities/events
- Review Church Bulletins prior to publication
- The Secretary (or Pastor) shall receive applications for Church Membership
- Keep an up-to-date Members Roll and Absent Members Roll of the Church, which will be available for Members to scrutinise. The Leadership will prayerfully review the Members Roll annually
- Notify the Association of the Baptist Churches of NSW & ACT if the Members Roll falls below twenty active members aged 18 years and over
- Invite nominations for appointed officeholders and casual vacancies, and as per the Constitution (Section 6), and the Pastor or Secretary shall receive these nominations
- Give consent for use of Church buildings/property by people or organisations in accordance with the decisions and guidelines laid down by the Church
- Fulfil responsibilities pertaining to Alterations to Constitution, as per the Constitution (Section 10)
- As per Safe Church Policy Doc #1 (5.2.d), store risk assessment forms in a secure location for a period of at least 45 years
- Coordinate the annual Fire Safety Audit Report
- Ensure compliance with the ongoing requirements of the annual safety fire audit
- Submit an Annual Property Fire Safety Declaration to the Baptist Churches of NSW Property Trust (BPT) - <https://nswactbaptists.org.au/fire-safety-declaration/>
- Arrange an annual audit of the First Aid Kits
- Maintain a Key Register, and handle the allocation of Church keys
- Update the Church Directory annually, communicating any privacy requests regarding the bulletin, prayer requests and rosters to the coordinators of those ministries.
- Along with the Diaconate, liaise with the Baptist Churches of New South Wales Property Trust, and the Real Estate, for matters pertaining to the property at 53 Edward Street, Kurri Kurri, 2327
- Be prepared to take on special duties in times of crisis e.g. Covid Marshall
- Along with the Safe Church Team, hold a key for the "Suggestions and Feedback Box", regularly checking for communication and responding/acting accordingly

Prerequisites and/or skills required

- Church Member
- Compliance with the Procedure for Staff and Volunteers (Category 2 a - Volunteers in leadership roles, engaged in child-related work and/or engaged in work with vulnerable adults)
- Good computer skills, with the ability to effectively utilise programs (such as; Email, Microsoft Office, Excel, PowerPoint), or a willingness to engage in self-directed and/or assisted learning, to develop such skills
- Good communication skills, with the ability to construct letters and reports

Supported by

- Church Leadership, and Church
- The Association of Baptist Churches of NSW & ACT

Appointment and Term

- A Secretary shall be appointed by and from the Deacons, as per the Constitution (6D.)
- Term – as per Deacon; The term of office shall usually be two years with eligibility for reappointment. They shall be eligible to be renominated for a further two years however this will be followed by a break of at least one year
- In the absence of a Secretary the Deacons will fulfil the functions of the Secretary

Reporting to

Church Leadership, and Church

Reporting method and frequency

- By means of an Annual Report and otherwise, the Secretary will ensure an adequate flow of information from various Committees/Roles to the Church Members