

Position: Church Secretary

Reports to: Pastor/Church Leadership

Job Type: Part-time

Location: Shiloh Baptist Church, 873 North Shiloh Road, Hartford, AL

Job Summary

The Church Secretary plays a vital role in supporting the administrative and financial operations of the church. This position requires strong organizational skills, attention to detail, and the ability to handle confidential information. The Church Secretary will manage church communications, financial tasks, and general administrative duties to ensure smooth daily operations.

Key Responsibilities**Administrative & Communication Duties**

- Check and respond to church emails in a timely and professional manner.
- Check and sort incoming mail and distribute to appropriate recipients.
- Prepare and publish the weekly church bulletin and monthly newsletter.
- Print bulletins for distribution and ensure availability for services.
- Publish bulletins and church materials on Subsplash and other digital platforms.
- Prepare slides for Sunday services and special events to be displayed on the screen.
- Assist in coordinating church events, meetings, and scheduling.
- Greet and assist visitors, members, and vendors as needed.

Financial Responsibilities

- Record and post member contributions and donations accurately.
- Prepare and write checks for church expenses, ensuring proper documentation and approvals.
- Maintain financial records and prepare financial reports as needed.
- Work with church leadership to ensure proper financial stewardship and compliance.

Other Duties

- Maintain and organize church records and files.
- Assist with any other tasks as requested by church leadership to support ministry operations.

Qualifications & Skills

- Strong organizational and time management skills.
- Proficiency in Microsoft Office (Word, Excel, Publisher, PowerPoint).
- Familiarity with Subsplash and church management software or willingness to learn.
- Ability to handle confidential information with integrity.
- Strong written and verbal communication skills.
- Attention to detail and accuracy in financial and administrative tasks.
- Experience in church administration or a similar role is preferred.

Work Schedule & Compensation

- Monday-Thursday, 8:00 am to 3:00 pm
- Salary based upon experience.

Please send resume to sbcministryassistant@gmail.com.