

Oakland Baptist Church
Job Description
Part-time Secretary

The purpose of the secretary's position is to perform the administrative duties at Oakland Baptist Church

- I. The Secretary is under the supervision of the Lead Pastor and the Personnel Committee of Oakland Baptist Church.
- II. The Secretary shall:
 - A. Be available to work 20 hours per week. The 20 hour work week would be determined and agreed upon with the Lead Pastor or his designated representative. Hours may not be built up in order to obtain compensatory time.
 - B. Perform duties both in the office and a *limited* amount of duty (less than 2 hours/week) outside the office.
 - C. Prepare the weekly items needed such as bulletins, newsletters and other itineraries from other ministries within the church.
 - D. Be Christ-like and courteous in answering the phones and directing callers to the appropriate minister.
 - E. Support the ministry of Oakland Baptist Church and be a good spokesperson for the Lord and the ministry of Oakland.
 - F. Not violate confidentiality. Not divulge information of who meets with staff in person or via phone in counseling situations.
 - G. Be available to sit in on staff meetings when needed. These staff meetings will be during regular office hours.
 - H. Participate in a annual evaluation by the Personnel Committee during the first year of service and annually thereafter.
 - I. Support the letter and spirit of our church constitution, as well as support the mission and vision of our church.
 - J. Provide the Lead Pastor and Personnel Committee with one month notice in the event it becomes necessary to resign the Secretary's position.
 - K. Be available to perform other duties as required by the Lead Pastor.
- III. Vacation Time:

- A. After one year of employment, the Secretary is entitled to one week of paid vacation (20 hours).
- B. After four years of employment, Secretary is entitled to two weeks of paid vacation (40 hours).

Revision History:

Reviewed—OBC Personnel Committee August 10, 2014