



# **Ripley Church of Christ**

Secretary Qualifications

Job Description

Application



## **Ripley Church of Christ**

### **Secretary Qualifications, Job Description, & Application**

The primary function of the Secretary is to provide the Church Staff with administrative assistance, therefore allowing them to focus on other areas of ministry.

Basic: Maintain a cheerful, organized and friendly atmosphere for all who enter the office area, meeting the needs of guests, volunteers, staff, and congregational members.

#### **Expectations / Qualities**

- An attitude of genuine caring for the congregation, staff and guests
- Maintain a positive attitude at all times and poise under pressure
- Maintain a servant's heart regarding the job description
- Maintain a cooperative team spirit with staff, volunteers and congregation
- Demonstrate a willingness to learn new tasks and functions
- Exhibit a "whatever it takes" attitude
- Pursue Excellence
- Have excellent command of English composition and punctuation
- Baptized (immersed), born-again relationship with Jesus Christ
- High School Diploma or G.E.D.
- Basic understanding of Microsoft Office programs / social media
- Personal dress and appearance appropriate to the business and ministry of the Church
- Regular Church attendance at Ripley Church of Christ
- Commitment to personal loyalty to the Staff, and Elders
- Personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations
- Personal integrity and self-motivation, seeing this job as a ministry

#### **General Responsibilities / Operational Principles:**

It is impossible to identify every situation or give description to every area of operation. Below is a general overview of the areas of responsibility for the position of Secretary.

#### **Attitude / Environment**

- Maintain an appreciative and helpful attitude toward all volunteer staff and provide office assistance as necessary
- Be friendly and helpful to people with an attitude that says, *"What can I do to help you?"*
- Receive Building / Staff Visitors  
Use discernment and attempt to prevent unannounced entries into the staff offices  
Inform the appropriate staff member when their appointments arrive
- Become familiar with colleagues that members of the staff deal with on a regular basis
- Make sure the main office and workroom areas are kept orderly, stocked with supplies and cleaned at the end of each day
- Know where all office supplies are stored and maintain inventory; stock machines as needed

- Report technical problems to the appropriate maintenance contractors or the tech team

### **Telephone / Email / Correspondence**

- Answer / return calls (both texts and live calls)
- Relay messages (through text and or phone system)
- Handle all mail, email, web, and other means of communication
- Acknowledge / answer general email requests
- Compose letters, reminders, and make phone calls on behalf of the Ministers / Leadership
- Personalize thank-you letters and other pre-formatted correspondence when requested by Ministerial Staff members.
- Proofread weekly bulletins, church brochures, and all other written materials submitted for publication and reproduction prior to copying, mailing and/or distribution.
- Postal Mail  
Retrieve / direct mail to appropriate staff
- End of Day Email 3:30p  
When necessary, use the RCC email account to communicate important info to the congregation  
This could include any updated / recent prayer requests  
*NOTE: We do not want to over saturate the congregation with emails. (The more sent, the less effective)  
Combine info into one email*
- Emergency Email  
When necessary for immediate use such as medical, death, etc  
*NOTE: There may be times when it is necessary to communicate with the congregation after hours.  
Access to the secretary's email account outside of the office is necessary. Keep a copy of prayer list recipients at home for the late/emergency prayer list calls*

### **Membership / Database**

- Maintain complete, orderly and up-to-date files on all areas of church life, business, facilities and ministry
- Church database records, producing necessary documents from those records on a timely basis
- Compile database information that connects members to others and to ministries; utilizing 1) testing of spiritual gifts, temperaments, ministry passions, etc., and 2) tracking of member participation in prescribed levels of involvement at Ripley
- Provide for the introduction of new members to the congregation

### **Guests / Prospects**

- Provide for the reception of guests at church services and follow up of guests
- Maintain a prospect list for staff

### **Use of Building Schedule / Coordination**

- Confirm with Staff for approval

### **Church Calendar**

- Keep the Church calendar current and communicate items via the appropriate means to the

congregation

### **After Hours\***

- On occasion it may be necessary to operate outside of schedule office hours (emergencies, weather response, death, phone, etc)

### **Prayer Lists**

- Do not share too much personal information; only what is necessary / basic
- Especially when the person submitting a request is not the immediate person in need of the request

### **Deaths / Emergencies**

- If a member , active attender, a member's spouse, parent or child is deceased, order flowers on behalf of the congregation (from Com-Patt-ibles Floral) for the calling hours / service
- Verify the details (use of obituary lists from funeral home)
- Include communication in the Emergency Prayer Email (from home, if necessary)
- Notify all staff members when a congregational member needs special attention, is seriously ill or injured, having surgery, etc.

### **First Impressions Ministry**

- Coordinate with the Senior Minister the operation / vision of the FIM (Welcome Center / Greeters)

### **Misc**

- Staff Assignments: phone calls, printing, research
- Education Materials: ordering, printing
- Building Use: scheduling

### **Confidentiality**

- Occasionally you will have access to information not publicly known; issues, processes, plans, even gossip by well-meaning attenders
- As part of the Staff Team it is vital there be an expectation of confidentiality, protection, and a refusal to participate in sharing of such information / gossip

### **Protection of Staff**

- Provide a buffer for the staff both in information, scheduling, and in daily operations
- Communication with the staff is essential as well as a attitude of support
- We have each other's back
- Chain of operation / communication is through the Senior Minister

## **Specific Day Activities**

### **Sunday AM**

Bulletins \_150\_

- Place in foyer for Deacons on the Door by 8:00a
- Handed out by Greeters /Deacons as people arrive (usually 1 per family, 2 if they desire)

Prayer Lists \_80 half sheets\_

- Update / print prayer lists
- Do NOT get handed out with bulletins (after worship begins (available to people as they depart)
- Make available at Main Entrance and Office wing doors
- People access lists as desired

First Impressions Ministry

- Insure Welcome Center supplies are available for main services
- Plan / purchase / provide supplies as needed

### **Monday** (office)

- Begin update of the bulletin for the upcoming week (Microsoft Publisher, WordPerfect)
- Review / confirm the week activities on Church Calendar (update as necessary)
- Collect / discard all trash from pews /racks and replenish
- Supply / arrange CONNECT and PRAYER CARDS  
Ripley graphic upward, facing people  
Connect (Gray) Cards (2) and Prayer Card (1) for each holder  
Insure Ripley pencils are sharpened and in pencil holders.
- Plan / update *The Happenings* for monthly publication. (Constant Contact)
- Phone calls - Use of a work cell phone to answer calls/ review messages and direct to the appropriate staff member
- Review emails
- End of day email / prayer update

### **Tuesday** (remote)

- Phone calls - Use of a work cell phone to answer calls/ review messages and direct to the appropriate staff member

### **Wednesday** (office)

- Ministry Team Follow-ups / Work  
IE: Visitation Ministry  
Update / print two-sided visitation inserts and place in mailbox for Visitation ministry to pick up (1 week prior to the end of each month)  
*\*At the time of this printing, the Visitation Team will inform you when these are needed*
- Connections Board  
Review postings and remove out of date information  
Confirm appropriate postings with staff
- Staff Meeting Week

Update any activities/ dates received by staff members.

Provide printed copies of the upcoming 4-5 months-worth of calendars

Place a copy in the mailbox of custodian

- Continue to plan / develop bulletin  
Emailed to Tom for approval / editing  
Tom will email final copy for printing
- Review emails
- End of day email / prayer update
- Phone calls - Use of a work cell phone to answer calls/ review messages and direct to the appropriate staff member

### **Thursday** (remote)

- Phone calls - Use of a work cell phone to answer calls/ review messages and direct to the appropriate staff member

### **Friday** (office)

- Bulletin  
Final review  
Print / Fold  
Place a printed copy into the file folder
- Review / confirm the week activities on Church Calendar (update as necessary)
- Ministry Team Follow-ups / Work
- Complete projects for the week
- Review emails
- End of day email / prayer update
- Phone calls - Use of a work cell phone to answer calls/ review messages and direct to the appropriate staff member

## **Specific Month Activities**

### **January**

- New Deacons/Elders  
Add to email, mailbox, schedules

### **February-May**

- Order Offering Envelopes for the next year. (We are contacted by printing company through postal mail when orders are being accepted)  
Due to lack of storage area, we usually have them delivered in early December

### **September**

- Recommendation box for Deacons / Elders

**December**

Greeter and Welcome Center Schedule

- Provide sign-up sheets
- Provide printed instructions
- Post in the Welcome Center:
  - Deacon on the Door schedule (provided by the Chairman of the Deacons)
  - Greeters List
  - Welcome Center Schedule
- Send schedule by postal mail or email to each participant of the above areas

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**Position Options - \*Salary**

**24 hrs**

M/W/F 9:00-1:00 Office

T/Th Available outside office as needed to:

- respond to congregation / staff needs
- complete projects for the week
- phone calls - use of a work cell phone to answer calls/ review messages and direct to the appropriate staff member

Sun 8:00-12:00

*\*Propose to obtain a cell phone that would be the secretary's work phone. All calls to our 330.567.2320 number would be ported to / forwarded to the cell phone. The Secretary would be responsible to receive the calls during working hours Monday-Friday and review messages. Then forward info / messages to the staff as needed.*



# Ripley Church of Christ

12298 County Road 330, Big Prairie, OH 44611

330.567.2320

info@ripleycoc.com

## Church Secretary Employment Application

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Length of time at address listed above: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: (cell) \_\_\_\_\_ (work) \_\_\_\_\_ (home) \_\_\_\_\_

Do you accept text messages?  Yes  No

Date available to start: \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

*(Proof of eligibility will be required upon offer of employment)*

Are you over the age of 18?  Yes  No

*(If no, you may be required to provide authorization from a parent or guardian)*

Have you ever applied to, or worked for Ripley Church of Christ before?  Yes  No

If yes, please give date: \_\_\_\_\_ Position: \_\_\_\_\_

Years attending Ripley Church of Christ # \_\_\_\_\_ Dates: \_\_\_\_\_

Are you an immersed member of Ripley Church of Christ?  Yes  No

Do you believe / support the doctrines of RCC?  Yes  No

Any health issues that would prohibit you from fulfilling the responsibilities of secretary?

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Are you able to keep confidences?  Yes  No

Previous office experience?  Yes  No

### Educational Background

	Name / Location of School	Year Graduated	Degree	Area of Concentration
High School				
College				
Other				
Other				

### Employment History

Please begin with most recent. You may attach a resume in place of this section.

Employment Date(s)	Employer & Supervisor's Name	Address & Telephone #	Job Title & Primary Responsibilities	Reason for Leaving

Please list any additional education, training, or skills that qualify you for the position of church secretary:

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Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest?     Yes\*     No

\*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

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**Recent Church Activity**

Please list the churches you have attended.

Church Name	Address / Location	Telephone #	Date(s) attended

**References**

Please list at least three references (not related to you) that we may contact.

Name	Address / Telephone #	Years Known / Relationship

Please provide any other information that you feel will help us in considering your application for employment:

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**Employment "At Will"**

Employment with Ripley Church of Christ is "at will" and not by contract either expressed or implied. This means that if you become employed at Ripley Church of Christ, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

**Termination**

Termination from service could occur under the following circumstances:

- Failure to perform duties as specified herein
- Advocating or promoting a doctrinal position that is contrary to the Bible, which is the doctrinal directive for the Ripley Church of Christ.
- Engaging in conduct that is immoral, unethical, or otherwise contrary to the clearly defined biblical standards for a Christian.

In the event of a problem, disciplinary procedures, supported by Matthew 18: 15-17 and Galatians 6:1, will be as follows:

- The Senior Minister will counsel directly and privately.
- The Senior Minister could then choose to inform the Elders.
- The Senior Minister and/or the Elders will provide a verbal warning.
- The Elders will provide a written warning.
- The Elders could terminate your services.

**Non-Discrimination Statement**

Ripley Church of Christ does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

**Certification and Release**

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give Ripley Church of Christ permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with Ripley Church of Christ, I may be required to submit to a pre-employment criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

By signing below, I acknowledge I have read, understand, and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit your completed application (pages 7-10 only) to Senior Minister, Tom Benter.

- email            tom.benter@ripleycoc.com
- postal mail     Ripley Church of Christ  
                         12298 County Road 330  
                         Big Prairie, OH 44611
- place in his personal mailbox located outside his office door