



# Lake Park

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## BAPTIST CHURCH

RR#1  
Birch Hills, Saskatchewan CANADA  
S0J-0G0  
[www.lakepark.ca](http://www.lakepark.ca)

***Reach Up - Worship the Almighty God***

***Reach Out - Bring the Gospel of Jesus to those around us***

***Reach In - To Disciple and Train***

**Position - Administrative Secretary**

**Employment - Part Time**

This position is a casual position of 16 hours per week. Applicants should be prepared to increase hours in the future with added responsibility. The administrative secretary will be responsible to the Senior Pastor.

Qualifications:

- A mature follower of Jesus Christ
- Committed to the ministry and mission of Lake Park Baptist Church
- Will have average to above average typing skills
- Familiar with computers and an understanding of computer programs like Microsoft Word, InDesign (an industry standard publishing program), internet, etc.
- Good phone and office manners
- Dress code: Appropriate, modest office dress

Character:

- Creative and desires efficiency and thoroughness in their work.
- Flexible/teachable - willing to adapt to duties during special events like

conferences, concerts, special events, guest speakers, etc.

- Consistent and self-motivated
- Has an eye for detail.
- Practices confidentiality concerning church business and ministry.
- Good communicator
- Be able to put thoughts clearly and precisely in print.
- Will keep the pastors informed of any issues that will assist in keeping the Ministry of Lake Park running smoothly.
- Will openly discuss concerns that he/she has about the secretary position and working relationship with the Pastors.
- Is able to follow instructions and take criticism from a positive approach.
- Is compassionate, cheerful, friendly, servant attitude.
- Will strive to be a team player.

#### Terms of Employment:

- Ideally this position would work the best if the employee could work Wednesday to Friday 6 hours per day. (9:00a.m. to 2p.m.), however there will be some flexibility on a different days if required.
- Hourly wage in accordance with the annual budget.
- When taking holidays it must be communicated in advance so that alternative arrangements can be made for someone to cover the responsibilities.
- When terminating employment a minimum of one month notice is required.
- Friday will be the day to create the bulletin.
- There will be a 3 month probationary period at which time there will be an assessment and annually after that.

#### Employment Procedure:

- The Lead Pastor will search, interview and hire the most suitable candidate.
- After the probationary period and assessment has been done, the decision will be made as to whether further employment will continue.

#### Specific Duties:

##### 1. Weekly Administration

- Correspond with people or organizations connected with Lake Park.
- Bulletin: includes creating it, folding it, as well as copying and stuffing any Insert's (approved by the Pastors or Ministry leaders) and filing original copy.
- Typing for Pastor's
- Church mail: sorting and distributing it out to the right ministry leader.
- Bulletin Boards: keep them neat and attractive, replace outdated posters, Letter's, etc. with new information after approval from the Pastors.
- Screen and take phone messages and make phone calls on behalf of Pastors.
- Will be responsible for the administration of the Church calendar (booking Event's and making sure that the church isn't double booked.)
- Will go through the weekly Sunday offering to prepare a report for the Treasurer and make the deposit.

- Will attend all ministry Leader meetings and take minutes and distribute The meeting minutes to all ministry leaders.
- Will look after all filing and record keeping.

## 2. Church Record Keeping

- Keep record of attendance for each Sunday
- Keep record of baptisms, church membership and deaths.

## 3. Church Directories/Mail Boxes

- Update phone directory yearly (Fall), print out new ones for the congregation as needed.
- Update the pictorial directory yearly (Fall)
- Keep church mail boxes tidy and be sure all regular attenders have one.

## 4. Sermon Catalogue

- Keep a catalogue of sermons. Have the catalogue available to the congregation to order from. File all master copies electronically for future use.

## 5. Keep the church information booth organized and current.

## 6. Future responsibilities may include:

- Organizing the media presentation for Sundays (inputting songs, message points and scripture.)
- Take care of promotion for ministry events
- Other administrative duties that will be determined by the lead pastor in consultation with other staff.

July 2/2015