

## **[Sample Church Secretary Resume]**

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### **Objective:**

Seeking the position of a church secretary.

### **Skills:**

- Work with interruptions
- Good people skills
- Works well with others
- Comfortable with church's mission and confidentiality needs

### **Computer Skills:**

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher

### **Experience:**

#### **Southern Baptist Church, Houston, TX**

##### *Church Secretary*

- Producing weekly church bulletins and newsletters.
- Maintain and updating church calendar.
- Assist members and outside groups in using church facilities.
- Working as an initial point of contact for people calling the church and help leaders and staff of the church in organizing a variety of church programs and activities.

#### **Southern Village Baptist Church, Dallas, TX**

##### *Church Secretary*

##### Responsibilities:

- Provided distractive support to education and pastoral staff.
- Maintained attendance and church rolls.
- Supervised outgoing and incoming mail.
- Coordinated and maintained calendar for church.
- Helped in assembly of church publications whenever needed.
- Handled several assignments from staff members.
- Performed other assigned duties.
- Helped with copier and folder as needed.

### **Education:**

Houston State College, TX  
Associate Degree in General Studies

**References:** Available upon request.