

[Church Name]

Ministry Assistant (Secretary) Job Description

Job Title: Ministry Assistant (Secretary)

Reports To: Ministry Supervisor

Position Status: Full-Time/Part Time

Purpose:

The Ministry Assistant (Secretary) will perform general office work in relieving the Ministry Supervisor of certain executive and clerical duties.

Responsibilities:

- Transcribe dictation; type sermons; use word processing equipment/software as required.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
- Review, open and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of Ministry Supervisor.
- Act as required during Ministry Supervisor's absence in making decisions or taking any necessary action not requiring supervisory approval.
- Receive callers, personal or telephone; keep calendar of appointments.
- Notify committee members of meeting dates.
- Perform other duties as requested by Ministry Supervisor.

I have read and received a copy of my job description. I understand this job description overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Ministry Assistant]

Date

Revised: _____