

[Church Name]

Pastor's Ministry Assistant (Secretary) Job Description

Job Title: Pastor's Ministry Assistant (Secretary)

Reports To: Pastor

Position Status: Full-Time/Part Time

Purpose:

The Pastor's Ministry Assistant (Secretary) serves as a personal secretary to the Pastor and performs general duties related to this office.

Responsibilities:

- Transcribe and type Pastor's correspondence.
- Type and file Pastor's sermons.
- Serve as Pastor's receptionist and make appointments for him.
- Maintain office files and records.
- Notify baptismal candidates and make arrangements for baptismal services.
- Prepare Sunday worship service information each week and submit to local news media.
- Prepare information for Sunday order of service.
- Serve as corresponding secretary for deacons.
- Relieve church receptionist as needed.
- Accept additional responsibilities as assigned by Pastor.

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: _____