

APOSTOLIC CHRISTIAN CHURCH

Remington, IN

Position Description for **Church Secretary**

Position Purpose

- To fulfill administrative, record keeping and clerical duties for the church under the supervision of the Elder.

Term length

- 3 years – (can be renewed upon consent of Secretary and church support)

How Office is Filled

- Appointment with church support or election at annual business meeting.

Number of Persons Serving in Position

- 1

Major Duties

- Assist elder in sending out nomination letters/ballots in November.
- Assist in preparation for annual business meeting with office holder & membership list, agenda, and financial reports, setting up marker board, etc.
- Record minutes at annual meeting.
- File government documents.
 - File annual NP-20 for Indiana tax exemption every 5 years
 - File annual Business Entity Report every other November (even years).
- Keep current church membership record.
- Keep list of annual events for the church (births, deaths, marriages, baptisms)
- Keep Dropbox administrative folders updated and current.
 - ACC Logos
 - Admin Meetings (Elder and Church Secretary)
 - Annual Meetings
 - Chronology
 - Church Secretary Process
 - Forms
 - Foundation documents
 - Legal documents
 - Serving Procedure
 - Sunday School Roster
- Manage the update process to keep position descriptions current. See the Church Secretarial Process for details and timelines
- Assist with legal requirements and keeping legal documents current.
- Keep record of minutes for any church meetings held throughout the year.
- Occasional special projects to support Elder.

Special Duties

Communication with Others

- Elder
- Ministers

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- Each member providing a financial report

Time Requirements

- Weekly requirements throughout the year vary with projects being worked on. Most time required Oct-Jan in preparation for and following annual meeting and end of year.

Position Qualifications

- A heart for helping the Church to function efficiently and effectively.
- Administrative and organizational skills.
- Attention to detail is necessary.
- Communication and email skills.
- Computer experience with Microsoft Office products, Dropbox.
- Graphic design abilities.
- Brother/Sister in good standing. Member of the Remington church for one year.

Minister Contact: Bro. Dan Kilgus