



## Vacancy Announcement for Church Clerk

First Baptist Church of Vienna (FBCV) is seeking a Church Clerk who will be responsible for maintaining accurate church records, documenting official meetings, managing correspondence and supporting the administrative functions of the church.

### Position Summary

The FBCV Church Clerk will ensure proper record keeping, communication and organizational support in alignment with church policies and procedures. They will attend meetings as needed where they will maintain accurate membership records (new members, transfers, baptisms, deaths) and manage historical church documents.

### Position Responsibilities

- Records and prepares minutes for Church conferences and joint board meetings.
- Distributes meeting minutes and provides readout to attendees of the meeting.
- Attend funerals, develop and read or send condolence letter from the church, and read letters and cards addressed to the bereaved families as appropriate.
- Demonstrates confidentiality, integrity and professionalism.
- Dependable and able to work independently.
- Committed to the mission and vision of First Baptist Church of Vienna.

### Position Requirements

- Strong organizational, administrative, and interpersonal skills
- Experience working in a church or ministry environment
- Strong computer skills including word processing and database management
- Strong oral and written communication
- Exceptional attention to detail and follow through
- Bachelor Degree preferred

This is a part time stipend position.

### To apply:

Submit resume, cover letter and all social media handles to [fbcvhr@fbcv.org](mailto:fbcvhr@fbcv.org)

*Empower believers, Evangelize the lost, Disciple the saved!*

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