

JOB DESCRIPTION

Ministry Assistant Caldwell Baptist Association, Inc.

I. POSITION TITLE:

Ministry Assistant for the Caldwell Baptist Association, Inc.

II. TASKS:

A. Assistant to the Executive Director

1. Type correspondence and other materials as requested
2. Keep record of director's calendar and schedule
3. Transfer telephone calls, messages and visitors to director
4. Schedule appointments for the director as requested
5. Assist in special arrangements for associational functions
6. Perform other work related duties as requested by the director

B. Administrative Secretary

1. Lead in the training of church clerks
2. Prepare correspondence and other material relating to the work of the Association for associational leadership
3. Assist churches with printing needs
4. Maintain appropriate mailing lists for promoting the work of the association
5. Type and prepare for distribution such items as the associational newsletter, the Calendar of Activities, the Book of Reports and other associational reports
6. Prepare material for mailing
7. Compile, process and oversee the distribution of the Annual Minutes
8. Process the Annual Congregation Profiles
9. Notify people about meetings
10. Maintain and order sufficient office supplies
11. Travel for work related errands such as to the Post Office, office supply businesses, etc.

Please turn page.

12. Oversee the operation and maintenance of office equipment
13. Maintain up-to-date files for the Association

C. Receptionist

1. Receive mail and special deliveries and transfer to appropriate persons
2. Answer and transfer telephone calls and messages to appropriate persons
3. Greet visitors and help meet their needs
4. Maintain a neat office and reception area

D. Financial Secretary

1. Assistant to the Treasurer
2. Receive and deposit monies received by the Association
3. Prepare and issue checks as authorized by the Association
4. Maintain proper records of all monies received and disbursed
5. Provide printed reports to the Association of all receipts and disbursements as requested
6. Prepare necessary financial reports to the government
7. Receive and answer queries concerning financial matters

E. Associational Librarian

1. Process all materials and equipment for the association's Media Library
2. Maintain a neat and orderly Media Library
3. Maintain a current catalog of printed and electronic media, equipment, and other items available for distribution to churches
4. Maintain appropriate files and records for Media Library
5. Operate an effective checkout system of materials and equipment
6. Order items for Media Library

III. SUPERVISION

Responsible to the Executive Director, Administrative Team, and Board of Directors

Approved by the Personnel Development Team
Caldwell Baptist Association, Inc.
November 27, 2012