



Job Description: Publication Secretary

Job Title: Publication Secretary

Reports To: Senior Pastor

Classification: Part-time – Hourly (approximately 15 hours per week)

Revision: February 2018

Purpose:

The Publication Secretary is primarily responsible for the creation, production, and distribution of publications at Woodward Avenue Baptist Church. Specifically, the Publication Secretary will design, print, and distribute the weekly Worship Guide, Monthly Newsletter, and other documents requested by the ministerial staff. The Publication Secretary will also maintain the calendar of events on the church website, the church app, and realm management software. The Publications Secretary will also assist other support staff members by answering phones during office hours.

Competencies & Expectations:

- A personal growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- An ability to embrace the vision, values and statement of faith of Woodward Avenue Baptist Church.
- An ability to use appropriate judgment, discretion, sensitivity, and confidentiality.
- Possess strong interpersonal skills with the ability to maintain a healthy and motivating relationship with supervisors, coworkers, and volunteers.
- Proven leadership skills utilizing a cooperative, collaborative team leadership style.

Essential Job Functions

- Have familiarity with publication software such as Microsoft Word, PowerPoint, Excel, Publisher, and other similar programs.
- Possess an ability to learn how to use computer software programs and website content management systems.
- The Publication Secretary will accept other duties as assigned by the Senior Pastor.
- Promote unity of office staff and congregation of Woodward Avenue Baptist Church.
- Maintain personal and spiritual devotion.
- Follow/adhere to Office Policy for Ministerial and Office Staff

Hours, Supervision & Compensation

- The Publication Secretary will work an estimated 15 hours per week.
 - + Work days are somewhat flexible and can be arranged through discussion with the Senior Pastor.
 - + The supervisor must approve any time off (paid or unpaid). The appropriate form must be filled out in the church office for the use of personal days/paid time off and recorded in the weekly job performance summary.
- Reports to Senior Pastor
 - + An annual review will be performed by the Senior Pastor with copies of the review provided to the staff member, the Personnel Committee, and placed in the staff member's personnel folder.
- The Personnel Committee will recommend a compensation package to the Finance Committee and will be approved by a vote of the church membership.
 - + In addition to salary, the Publications Secretary will receive 1 week (15 hours) of vacation time each January to be used by December 31st of the same year. The Publications Secretary will also accrue personal time at a rate of 0.025 hours per each hour worked.

This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements