

# **Church Secretary and Children and Youth Director Job Description**

## **Hours**

This position combines the duties of the Church Secretary and Children and Youth Director. This position is full-time with hours to be determined by the Pastor or Personnel Committee in consultation with the employee and in consideration with ongoing church needs. Holidays and two weeks vacation per year.

## **Overview**

The Church Secretary oversees the operation of the church office and assists church staff with a variety of administrative duties. The Church Secretary is to ensure that the church is running efficiently, accurately, and with discretion for people's personal information. The Children and Youth Director works under the direction of the Pastor to oversee, organize, and promote children and youth activities, programs, and curriculum. The Children and Youth Director recruits, empowers, and equips volunteers from within the congregation to regularly help with children and youth meetings, children's church, and other activities. The Children and Youth Director provides relevant, age-appropriate learning and connection opportunities for kids, teens, and their families in the church and in the community.

## **Duties**

- Prepare curriculum and activities to be available for children's and youth programs.
- Coordinate volunteers to develop and execute plans for education, discipleship, and fellowship among children, youth, and their families at church activities.
- Seek out mission opportunities in the community focusing on children, youth, and their families.
- Engage with children, youth, and their families in community events.
- Help foster an environment for children, youth, and volunteers to grow in discipleship, fellowship, and evangelism.
- Create and maintain an effective informational network to communicate schedules and responsibilities to children and youth volunteers.
- Prepare oral, written, and digital communications/updates regarding children's and youth programs to children, youth, and their families as well as the congregation.
- Be attentive to the hopes, concerns, and needs of youth in the community to determine how the congregation might serve them and their families and how they might serve one another as Christian disciples and good neighbors.

- Communicate with organizations, people, and resources in the community that relate to children and youth and seek to connect the congregation with the community.
- Maintain email list and newsletter, website updates, bulletin blurbs and announcements for children and youth programs.
- Any other duties which may be deemed necessary by the Pastor or Personnel Committee
- Answer church telephone and pass along all messages to the proper people in a timely manner.
- Function as the coordinator and contact person for a church wide calendar.
- Develop and publish a weekly worship bulletin.
- Develop and publish materials to promote and conduct church ministries as needed.
- Complete correspondence for church staff as needed.
- Maintain and update a church file system to include membership information, background checks, attendance, and other information as needed.
- Coordinate communication between pastor, other staff, church volunteers, and other entities outside the church.
- Maintain/order all office supplies as needed.
- Maintain and update church website, prayer chain, social media, and other online presence.
- Record and maintain business meeting records.
- Any other duties which may be deemed necessary by the Pastor or Personnel Committee

### **Eligibility**

Based on criteria developed by the congregation the church secretary and children and youth director must:

- Be a member of Ozark Baptist Church
- Actively involved in all ministries
  - Sunday School
  - Sunday morning worship
  - Sunday evening worship
  - Wednesday evening ministries