

Little Rock Baptist Church Administrative Staff Responsibilities, Guidelines, and Procedures

I. Mission

The Administrative Staff is responsible for performing secretarial, clerical and administrative management duties that are needed for the efficient operation of the church. Members of the Administrative Staff is required to keep accurate records and/or reports of all church business such as meeting minutes, church membership, and other important church activities. Members of this ministry will create and maintain all general communication materials for Little Rock Baptist Church (LRBC), including the LRBC website, church bulletins and programs, and announcements and notifications. In addition to the duties above, the Administrative Staff will serve as logistic coordinators to ensure coordinators/leaders of church programs and events are kept on task.

II. Membership

Church Secretary and Assistant Secretary

1. Shall be selected by the pastor and will serve for an indefinite period of time.
2. Must be a member of Little Rock Baptist Church and in possession of the knowledge and experience normally required in secretarial duties.
3. Dismissal may be accomplished upon the request of the pastor.

Church Clerk/Assistant Church Clerk

1. Shall be elected at the annual meeting by the members and approved by the pastor to serve for a term of three years.
2. Must be a member of Little Rock Baptist Church and knowledgeable of record keeping and typing.

III. Responsibilities

Church Secretary and Assistant Secretary

1. Responsible for the pastor's calendar and provide input to the church clerk and assistant clerk for the church calendar.
2. Take minutes of the pastor's and official church meetings, and maintain final copies of the meeting minutes in a binder or notebook.
3. Maintains an attendance roster of members in attendance at all official church meetings.
4. Maintain on file all communication and official church reports.
5. Provide each church member with a certificate of important activities, such as: church membership, baby dedication, baptisms, weddings, ordinations, and deaths.
6. Responsible for official correspondence deemed necessary by the pastor or the church. This includes typing letters or other correspondence, obtaining the necessary signatures, making copies to be filed, and mailing the letters/correspondence to addressee(s).
7. Maintain a proper record of membership and issue letters of action as voted by the church, and or pastor. Maintain copies of membership letters such as resignation, recommendation, and reference letters.
8. Provide assistance to the church clerk and the assistant clerk in performance of their assigned duties as needed, and other duties as deemed appropriate and necessary.

Church Clerk/Assistant Church Clerk

1. Responsible for preparation of the church bulletin and the church calendar with assistance from the church secretary and assistant secretary.
2. Responsible for maintaining an up-to-date roster of all members of the church.
3. Will provide each member with a copy of the roster of the membership, the church guidelines and by-laws.
4. Responsible for making announcements during the Sunday morning service.
5. Provide assistance to the church secretary and assistant secretary as needed, and other duties as deemed appropriate and necessary.