

## **Victory Baptist Secretary Job Description and Other Details**

**General Proficiencies** – Microsoft Word, Excel, a pleasant telephone presence, web experience helpful, but not required.

**General Day-to-Day office duties.** These are things that take anywhere from a few minutes each day up to half an hour. They are general maintenance work.

This job requires organizational skills that are incorporated in our ministries, events, volunteers, Ark Preschool/Kindergarten parents and staff, and visitors, missionaries who stay in the mission's apartment and visit. It requires hospitality as well as excellent office skills.

The office secretary is in constant communication with church members and all office personnel. It is an active position, using voice and face-to-face coordination of volunteers as well as other staff throughout different parts of the building. It requires interaction and energy to keep the different ministries connected.

Maintaining membership rolls, mailing lists, envelope labels, e-giving, Ark Kindergarten/Preschool books, etc.

Maintaining the pastor's and church's calendar of events, sending out postcards, reminders.

Ordering of office supplies, Sunday School curriculum, Junior Church curriculum, small group curriculum, and curriculum for special series. There are also purchase runs to supply houses on occasion.

Keeping track of Sunday School topics taught in a list form for Pastor.

Bulletins each week, keeping up with lists like ushers' schedules, junior church, etc.  
Announcement sheet on the pulpit each week

Sending out prayer chain emails, victory news emails, setting up volunteers to bring meals to people after surgery, etc.

Answering and making phone calls, preparing mailings, managing volunteers for meals, nursery, cleaning, etc.

### **Annual Event Activities**

Camp Sonlight – A week long summer camp for youth in 3<sup>rd</sup> grade through 12<sup>th</sup> grade. We have about 250 on site for this activity. We rent an empty facility and provide everything to make a week of camp work. The office staff makes all the daily devotionals, registration information, advertisements, counselor handbooks, menus, etc., for this activity. It requires a good bit of advance planning.

Missions Trips – Every couple of years or so. This requires different kinds of work. Lining up airline tickets for the group, getting consents for teens, etc.

Above are some of our biggest functions of the year. Of course, there are also the “regular church” annual events, Easter, Christmas Eve Candlelight Service, Easter Egg Hunt, Vacation Bible School, Trunk or Treat, Ark Preschool Kindergarten Programs and luncheons throughout the year, and other special services. These all require some measure of preparation, some large, some small.

### **Ministries at Victory Baptist Church**

The office is involved in all ministries in a sense of keeping up with the calendar for events, doing background checks for workers, etc.

**Junior Church** operates on a rotation system for teachers, one month at a time. We try to use teams to do this. Primary Church has a committed teacher.

**AWANA Clubs** on Wednesday nights through the school year. We run a couple of small van routes to pick up unchurched AWANA children.

**Youth 180** – Teen Group and Jesus and Me Junior High Group on Wednesday nights and Bible Hour at 9:45 on Sundays. Our full-time youth and music pastor is John Kaufman, a Pensacola graduate.

**Adult Prayer & Bible Study** on Wednesday evenings at 6:30.

**Bible Hour Classes** for adults, teens, Preschool, 1<sup>st</sup> and 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

**Ark Preschool/Kindergarten** – A faith-based academic preschool and state approved kindergarten with 19 children on a daily basis. We have two full-time teachers. Summer Adventure Day Camp – 5 full time group leaders and 36 children, ages 3yrs to 10yrs.

**Livestreaming** our services on Sunday mornings at 11:00 am, Sunday nights at 6 pm and Wednesday nights at 6:30

**Camp Sonlight** (described above)

**Men’s Prayer Breakfasts** – monthly

**Ladies’ Fellowship Meetings/Events**

Pastor Taylor is the state chairman of VT-BBFI and a national director. He is also actively involved in BCMN.