

Responsibilities of the Secretary Team

Secretary and Team Members

The goal of the Secretary team is to ensure the smooth running of the church by providing administrative and organizational support to the church ministries.

Receives Direction From: Senior Pastor

Duties and Responsibilities of the Secretary

- Assume the general duties as Officer of the Church. Work closely with the Chairman (Senior Pastor), Vice-chairman, and Treasurer to carry out administrative duties.
- Assist in two-way communication between teams. Facilitate agendas, church publications, reports, events, and so on under the supervision of the Senior Pastor to increase the awareness of the church activities.
- Be an authorized signatory of the church's bank accounts. Review and sign financial related documents.
- Attend meetings and take minutes. Meetings include the General and Special Annual Meetings, Board meetings, and any dialogue or special meetings held by the Board. Coordinate and supervise signing up, counting of votes and other related matters in the Membership Meetings and Special General Meetings.
- Compile and implement operational policies, documentation, and guidelines. Work closely with the team members to ensure the compliance of processes.
- Recruit and support team members. This recruitment includes providing adequate training for the team members.
- Coordinate with the team. Under the supervision of the Senior Pastor, give guidance and advice to the team where necessary so that they can fulfill their roles effectively and efficiently.
- Communicate frequently. Communicate and resolve with team members on regular basis for current needs and latest issues in the team.
- Give monthly updates. Provide the Board the team updates to increase the awareness of the team activities.

Duties of Team Members

- Maintain church records. Gather information from the Senior Pastor, the secretary team members, and the fellowship team members and then update the following records:
 - Membership list
 - Adherents list
 - Newcomers list
 - Baptism list
 - Funeral list
 - Child dedication list
 - Church publications
- Produce church publications. These include but not limited to the following items:
 - Meeting minutes
 - Bulletins
 - Announcements and program notices
 - Policies and guidelines
 - Congregational newsletters (updates, sharing, articles, etc.)
 - Monthly ministry reports

- Program/camp handbook
- Annual reports

Qualifications

- Basic requirements as prescribed in I Timothy 3:1-13, Titus 1:5-9, the C&MA church constitution, and the church bylaws.
- Ability to work well independently and with other team members.
- Attention to details.
- Effective oral and written communication skills.
- Experience with word processing and Internet.
- Good organizational skills.



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