

POSITION TITLE: Executive Secretary
REPORTS TO: Senior Pastor
STATUS: EXEMPT
LOCATION: Saint John Missionary Baptist Church
900 N. Seacrest Blvd. Boynton Beach, FL 33435
EMPLOYMENT TYPE: Full-Time
SALARY RANGE: \$40,000 - \$50,000

ABOUT SAINT JOHN MISSIONARY BAPTIST CHURCH:

Saint John Missionary Baptist Church is a vibrant and growing faith community committed to teaching people to love God, love people, and love on the world, living out the teachings of Jesus Christ through worship, service, and spiritual growth. We are dedicated to creating a welcoming environment for all who come to seek God and to spreading love and compassion within our local and global community.

JOB SUMMARY:

The Executive Secretary serves as the executive, confidential, and trusted assistant to the Senior Pastor of St. John Missionary Baptist Church, Inc. The Executive Secretary provides high-level support to the Senior Pastor in various activities in performing his administrative and ministerial responsibilities. The Executive Secretary serves as the administrative backbone of the church, providing clerical support to the church leadership and ensuring the smooth functioning of daily operations. This individual acts as a liaison between the pastoral staff, church members, and external stakeholders, ensuring effective communication and organization.

KEY RESPONSIBILITIES:

PASTORAL ASSISTANCE:

- Coordinate and maintain the calendar of the Senior Pastor.
- Process baby dedication requests and prepare baby dedication certificates.
- Coordinate travel arrangements for the Senior Pastor and guests.
- Send notifications to appropriate ministry and administrative personnel on the welfare of church membership.
- Perform other duties as assigned by the Senior Pastor.

ADMINISTRATIVE:

- Manage and schedule appointments, meetings, and events.
- Meeting preparation.
- Distribute meeting agendas, minutes, and reports for church committees and boards.

- Maintain and organize church records, including membership databases, correspondence, and official documents.
- Handle routine correspondence via email, phone, and mail, responding or redirecting as appropriate.
- Maintain and organize the church reception area, conference rooms, and offices.
- Pick up, distribution, and dissemination of all mail and correspondence.
- Screen and route all incoming calls.
- Answer mail correspondence (writing letters), phone calls, etc.
- Receive and assist ministries and the public with completing facility usage forms and directing the forms to the Chief of Staff.
- Updating membership information in the church management software.
- Managing correspondence with visitors and new members
- Attend and keep minutes of staff meetings
- Maintain global church calendar
- Maintains accurate inventory of church office materials and supplies.
- Schedule and attend staff meetings and record minutes.
- Maintain and produce church-related correspondence, reports, minutes, etc.

MISCELLANEOUS:

- Takes initiative for new and special projects, as requested by the Senior Pastor
- Represents the Senior Pastor in dealing with members of the congregation, churches, and the community as a whole, as required.
- Undertake some responsibilities and duties related to the church's financial operations.
- Responsible for maintaining and organizing the Church's reception area, conference rooms, church office, and the Pastor's office.
- Occasional task for the Senior Pastor.

QUALIFICATIONS:

- Bachelors (preferred)
- High School Diploma (minimum)
- Must be experienced in handling a wide range of administrative, sometimes clerical, and executive support-related tasks and able to work independently with little supervision
- Minimum 3-5 years of experience as a senior-level administrative assistant



CHIEF OF STAFF APPLICATION

SECTION I: PERSONAL INFORMATION

Applicant Name: Last: _____ First: _____ Middle: _____

Are you known by another name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address, if applicable: _____ City: _____ State: _____ Zip: _____

Applicant Phone Numbers: Home: _____ Cell: _____

E-mail Address: _____ Date of Birth: _____

Marital Status: Married _____ Separated _____ Divorced _____ Widowed _____ Single _____

If Married, Name of Spouse: _____ Is this your first Spouse? Yes: _____ No: _____

Names and ages of all children: _____ Attach a separate sheet with response, if other than none

Personal Social Media Handles: _____

Applicants preferred method of contact regarding this position (Check one)

Home: _____ Cell: _____ Business: _____ E-mail: _____

Are you a citizen or legal resident: Yes: _____ No: _____

If hired, can you present proof of your legal right to live and work in this country? Yes: _____ No: _____

Please list all addresses and residence periods for the last three (3) years:

Previous Address Information (Complete only if at current address for less than three (3) years)

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Are you able to perform essential functions of this position with or without reasonable accommodation?

Yes: _____ No: _____ If needed, please explain: _____

Attach an additional sheet if necessary.



SECTION IV: REFERENCES

REQUIRED REFERENCES

Please list three references consisting of clergy, layperson and personal (**non-relative**)

Clergy

Full Name _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Layperson

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Personal

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Additional References (Optional)

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Full Name: _____ Relationship: _____

Organization: _____ Telephone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____



SECTION V: BACKGROUND INFORMATION

BACKGROUND INFORMATION

Please share any matters and/or concerns that will be of importance for **St. John Missionary Baptist Church** to be aware of at this time. (Attach an additional sheet if necessary).

If you answer “Yes” to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, charge, or offense, when and where charged, the date, court, and disposition or other appropriate explanation. An arrest or a conviction record will not automatically be barred from employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

- A. Have you ever been arrested for any offense? Yes: No:
If yes, please state the nature of the charge(s), when and where you were charged and the case disposition.
(Attach additional sheet if necessary)

- B. Have you ever been convicted? Yes: No:
If yes, please state the nature of the conviction(s), when and where and the case disposition.
(Attach additional sheet if necessary)

Adjudication withheld? Yes: No:

- C. Are you presently being investigated or under a procedure to consider your discharge by your present employer? Yes: No:
If yes, please state the nature of the charge(s), when and where were you charged and the case disposition.
(Attach additional sheet if necessary)



SECTION V: BACKGROUND INFORMATION CONTINUED

- D. Have you been disciplined, suspended, terminated, or asked to leave your job or volunteer position due to any unlawful sexual behavior, employer serial misconduct, or harassment: Yes: ___ No: ___
If yes, please state the nature of the action(s), when and where and the disposition.
(Attach additional sheet if necessary)
- E. Have you ever been charged in administrative, civil, or criminal proceedings with improprieties regarding children? Yes: ___ No: ___
If yes, please state the nature of the action(s), when and where and the disposition.
(Attach additional sheet if necessary)
- F. Have you ever entered a plea of not guilty, or guilty or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes: ___ No: ___
If yes, please state the nature of the action(s), when and where and the disposition.
(Attach additional sheet if necessary)
- G. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position? Yes: ___ No: ___ If yes, please state the nature of the action(s), when and where and the disposition.

(Attach additional sheet if necessary)
- H. Have you ever been a plaintiff or defendant in an administrative, civil matter or lawsuit? Yes: ___ No: ___
If yes, please state the nature of the action(s), when and where and the disposition.

(Attach additional sheet if necessary)
- I. Have you ever been treated for substance/alcohol abuse? Yes: ___ No: ___
If yes, please state the nature of the action(s), when and where and the disposition.
(Attach additional sheet if necessary)
- J. Have you held a position that required bonding? Yes: ___ No: ___
- K. Have you ever been accused or charged of sexual offense? Yes: ___ No: ___
- L. Have you ever filed for Bankruptcy? Yes: ___ NO: ___
If YES, please state the nature and circumstances of the bankruptcy on an attached sheet.

SECTION VII: CERTIFICATION AND SIGNATURE

CERTIFICATION AND SIGNATURE

Please read and initial the statements below and sign the application:

____ I certify that the information given by me to the questions on this application, including representations in my resume, if given, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever and I have not withheld any information that might adversely affect my chances for consideration. I understand that misleading or false statements will constitute a sufficient case for refusal of hire, employment termination or employment covenant.

__ I understand that neither the acceptance of this application nor the subsequent entry into any type of employment and covenant relationship with St. John Missionary Baptist Church creates an actual or implied employment. I understand that, if I am offered and accept employment with St. John Missionary Baptist Church it will be on at-will basis. This means that either St. John Missionary Baptist church or I have the right to terminate the employment relationship at any time, for any reason, with or without cause.

__ I acknowledge and authorize a full background check that will disclose to St. John Missionary Baptist Church all information about me concerning, including but not limited to: My past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local courts; the military' credit bureaus; drug and alcohol testing facilities; motor vehicle records agencies; all other private and public section repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to St. John Missionary Baptist Church includes but is not limited to: information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses, and internet and social media posts.

____ I understand that if I am a finalist, I will have to submit to drug screening test.

Name: _____ Date: _____

Signature of Applicant: _____ Date: _____

Contact: St. John Missionary Baptist Church

United States Postal Service; FedEx, or UPS:

St. John Missionary Baptist Church
Post Office Box 460
Boynton Beach, Florida 33435 - 0460



- Must possess a working knowledge of standard office equipment.
- Must demonstrate a strong working knowledge of computers (PC and/or Mac) and proficiency in software programs, including Microsoft Office, Adobe, database systems, and use of the Internet
- Strong writing and verbal communication skills.
- Strong commitment to the mission, vision, and values of the church.
- Demonstrated ability to lead teams, manage complex projects, and oversee daily administrative operations.
- Excellent communication, interpersonal, and problem-solving skills.
- Highly organized, with the ability to prioritize and delegate tasks effectively.
- Strong spiritual foundation and active church involvement.
- Must possess efficient, caring, and discerning telephone skills

ESSENTIAL SKILLS/PERSONAL TRAITS

- Maintains confidentiality and trust in all situations
- The gift of hospitality and tact
- Strong decision-making ability.
- Detail oriented.
- Must have practical time-management skills
- Punctual and dependable.

HOW TO APPLY:

Applications must be completed online at www.stjohnmbc.com

APPLICATION DEADLINE: JANUARY 24, 2024