



Job Title: Records Secretary/Human Resource Coordinator

Qualifications:

- High School Graduate
- Computer Experience
- Customer Service Oriented
- Excellent Secretarial Skills
- Communication and Interpersonal Skills
- Decision Making Skills
- Detail Oriented

Responsibilities: (General Duties)

1. Maintain all church records
 - Church Membership
 - Small Group Membership
 - Small Group Attendance
 - Church Prospects
2. Research, enter or delete all changes to the above mentioned files
3. Handle correspondence related to church membership transfers of letter to and from LBBC.
4. Update church membership figures weekly (i.e. membership by letter, statement, profession of faith, baptisms, deaths and transfers).
5. Prepare STAT Sheet for weekly staff meeting.
6. Prepare Baptism Certificates.
7. Prepare Sunday Small Group Attendance Rolls each Sunday and place in attendance binders.
8. Retrieve Sunday Small Group Attendance Rolls each week, enter attendance and enter any changes requested (i.e. drops, adds, transfers, etc.)
9. Prepare Monday morning reports (i.e: Staff Phone Contact, Welcome Center)
10. Enter new member pictures in Shelby Next weekly, as needed.
11. Prepare monthly Sunday Small Group Attendance graphs.
12. Perform yearly Small Group promotion.
13. On-Boarding New Employees – Orientation.
14. Prepare and Execute New Hire Packages (explaining benefits to full time employees).
15. Post available positions, review applications, perform initial interview.
16. Perform reference checks as needed for new hires.
17. Discuss candidates with Executive Pastor and schedule second interviews.



18. Keep current on all benefit changes (insurances, retirement, has) and relay information to individuals affected.
19. Track leave – post to PCO and Leave Calendar.
20. Copy Office Operations Coordinator on all request for leave by office staff.
21. Maintain Employee Files.
22. Serve as sounding board for employee grievances.
23. Perform other duties as assigned.

Supervisor: Operations Director

Classification: Full-time; Exempt; Support Staff