

JOB OPENING NOTICE

Church Clerk/Recorder

Administrative Office – Oakland, CA

Monthly Rate of Pay: \$1600

Monday thru Thursday – Part-time – 24 hours per week

Position:

Cosmopolitan Baptist Church is seeking a dynamic Church Clerk/Recorder who possesses the skills and requisite experience to support the members and leadership team. The ideal candidate must have a keen eye for detail, superb organizational and interpersonal communication skills, and experience with and/or willing to learn church software and manage database.

A highly motivated self-starter, he or she is professional in both attitude and appearance. This person must be dedicated, flexible and adaptable with a willingness to commit to continual learning. The Church Clerk/Recorder must demonstrate common sense, diplomacy and strong interpersonal skills. As a liaison between laity and leadership, excellent communication skills (written and verbal) are required – including a level of literacy capable of reading and interpreting documents. **Due to the confidential nature of this work, discretion and integrity are mandatory.**

Works in Conjunction With: Senior Pastor, Executive Pastor, and Church Office Administrator

Responsibilities and description of duties of the Church Clerk/Recorder:

- Record minutes of church business meetings. The clerk must be present in all regular and special church meetings to record what happens. In regular meetings he/she records information for church membership and other decisions of those attending. In church business meetings he/she records all actions voted by the church and follows through on necessary correspondence related to the actions. Minutes of a meeting may be made in ink on numbered pages or in a bound notebook or typed. Minutes are not to be entered in the permanent record until they have been approved by the church.
- Preserve records for present and future use. The Church Clerk/Records is responsible for gathering and maintaining correct records for the church. In addition to the keeping of minutes of business meetings, the Clerk will be responsible for the processing of members' records. He/she will prepare and file the members' records in the church's system of record. He/she will maintain all records related to church members, such as deaths, marriage, and dismissals. He/she is the custodian of records of former years, of church legal documents, such as deeds, titles of property, charter, and seal. Copies of all documents should be kept in a safe place in the church. Original legal documents should be placed in a safe or in a safety deposit box.
- Correspond with other churches and church members. The Clerk is the church official responsible for correspondence related to the church. Examples of correspondence are requesting and forwarding of letters of membership to other churches; notifying members, officers, and other persons of church actions in which they are involved; providing copies of church records related to legal matters.
- Provides administrative support for the day-to-day operations of the church

- Other office and administrative tasks as assigned by Executive Leadership

Knowledge, Skills, and Abilities

- Excellent communication and organizational skills
- Customer Service focus
- A working knowledge of church operations and church software or other customer-oriented software
- Professional demeanor, language and tone when assisting members, vendors, leadership etc.,
- Versatility, flexibility, and a willingness to adapt to changing priorities.
- Sound judgment and ability to maintain confidentiality
- Dependability/accessibility
- Comfortable with accessing and utilizing multiple types of software applications
- Excellent administrative skills
- Critical thinking and problem-solving skills
- Knowledge of Microsoft Word and Microsoft Outlook
- Knowledge of ShareFaith and QuickBooks are preferable but not required

Spiritual Gifts Helpful for this Position

- Administration
- Discernment
- Wisdom
- Hospitality

Character Traits

- Passion for Christ and for the work of ministry at CBC
- Excellent people and oral and written communication skills
- Team builder and team player
- Outstanding follow-through and task completion
- High integrity, trustworthy, on-time and reliable
- Self-motivated/self-starter
- Flexible and teacher

Requirements

- Regular attendee in worship service
- Baptized as a follower of Christ
- Regard the Bible as God's final authority in all areas of Christian life and desire to be wholly obedient to it

Hours and Benefits

- Part time - 24 hours per week
- Fully On-site (occasional remote work)
- Paid vacation plus national holidays off
- Employee only medical after 90 days

Interested candidates should submit a resume and cover letter via email: cosmojobs@cbcoakland.org
Submissions must be **received by 5:00 pm on Friday, September 6, 2024.**