

CALHOUN BAPTIST ASSOCIATION

1130 Woodstock Avenue • Anniston, AL 36207-4709 • 256-237-5171

EMPLOYMENT APPLICATION

PERSONAL DATA

NAME _____

ADDRESS _____

HOME PHONE _____

CELL PHONE _____

IF EMPLOYED, CAN YOU PROVIDE PROOF OF U.S. CITIZENSHIP? YES NO N/A

Education Record

High School

College/University/Seminary

Dates Attended

Degrees or diplomas

Trade or Technical Training

Church and Ministry Service

Computer/Office/Other Skills

If you have publication experience, please submit a few examples of your work.

Begin with most recent employer. Attach additional sheet if needed.

Employer _____ Dates of employment _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Beginning Salary _____ Ending Salary _____

Title/Duties _____

Manager's Name _____

Why did you leave? _____

2. Employer _____ Dates of employment _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Beginning Salary _____ Ending Salary _____

Title/Duties _____

Manager's Name _____

Why did you leave? _____

3. Employer _____ Dates of employment _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Beginning Salary _____ Ending Salary _____

Title/Duties _____

Manager's Name _____

Why did you leave? _____

Personal Data

Have you been convicted of a crime (other than traffic violations) or been imprisoned? A conviction will not necessarily bar you from employment. No Yes Explain

Do you have any physical or mental disability that may limit your performance in the job you are applying for? If so, what can be done to accommodate your limitation?

Is there anything in your past which would cause embarrassment to you or Calhoun County Baptist Association if it were to be discovered? No Yes Explain

References

List three professional references who are familiar with the quality of your work, have worked directly with you, and have known you at two years.

1. Reference

Work Phone ()

Home Phone ()

Address

City

State

Zip

Relationship

2. Reference

Work Phone ()

Home Phone ()

Address

City

State

Zip

Relationship

3. Reference

Work Phone ()

Home Phone ()

Address

City

State Zip

Relationship

Applicant's signature _____ Date _____

CALHOUN BAPTIST ASSOCIATION

Publications Secretary Job Description

Principle Function

The Associational Publications Secretary is responsible for performing secretarial duties as related to staff, programs, and ministries of the Association.

Responsibilities

1. Serve as receptionist—which includes receiving persons who visit the office, the handling of telephone calls, and making appointments for the Association ministerial staff. *
2. Serve as Associational Clerk at Executive Council Meetings and the Annual Meeting.
3. Work with the Associate Director of Missions to create correspondence and other materials for Associational staff, Associational officers, and Ministry Leaders as required. *
4. Prepare mailouts and promotional items for Association-related events. *
5. Sort and route all incoming mail. Record all incoming checks in Check Registry Ledger notebook. *
6. Maintain and process media library materials using library program, Concourse.
7. Maintain equipment log by checking out and in of Association Equipment. *
8. Maintain Web sites—Calhoun Baptist Association and Christian Resource and Outreach Services (CROSS)—and Calhoun Baptist Association's Facebook page. *
9. Attend yearly Key Leader Conference for Association Clerks. This is in preparation of Association Annual Church Profiles, Church Clerk Training, and preparation of Association Annual Minutes.
10. Assist with planning of secretary conferences—hosted usually annually. *
11. Plan, budget for, and conduct Annual Church Clerk Training for preparation of Annual Church Profiles. *
12. Prepare back page of *The Alabama Baptist* newspaper twice monthly. Material for back page will be provided by Associational staff and churches/individuals within the Association.
13. Plan, order materials, collect data, and prepare Annual Minutes for the Association. *
14. Maintain Associational activity calendar.
15. Assist Assoc. DOM with yearly VBS Consignment Store. *
16. Maintain and forward to appropriate office the monthly DOM Report. *
17. Perform other related duties as assigned by Ministerial Staff.

* *These duties are shared with other secretarial staff.*

Expectations

1. He/She shall be a person of unquestioned Christian character and knowledgeable of Southern Baptist ministries.
2. He/She shall be a person of deep spiritual commitment.
3. He/She shall possess adequate training and experience to perform duties listed above.
4. He/She shall be computer knowledgeable in Microsoft Office Suite and Adobe programs (e.g.; Dreamweaver, Photoshop, Fireworks, etc.).
5. He/She may *not* be an immediate family member of any member of the Association Staff.

Relationships

1. The Associate Director of Missions will serve as immediate supervisor with the Director of Missions as general supervisor.
2. He/She shall be hired by the Personnel Team.

Work Schedule

Publication Secretary will be considered full-time employee as established in Personnel Policies.

Remuneration

As established by the Association in its annual budget and as set forth in Personnel Policies.

Termination of Employment

As established by the current Associational Personnel Policies.