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Job Posting
Church Secretary – Senior Pastor

Full time – Raleigh Community Church of Christ Minister Position

Sunday is a workday

Requirements: Associates Degree in Business Administration, Bible, Education, or other related degree or equivalent combination of education, training and experience which provides the required knowledge, skills or abilities for this position. A successful candidate must have a heart for ministry and a minimum of 2 years of relevant experience. Must have the ability to use social media platforms, setup virtual meetings, use desktop publishing software, and databases.

The full time Church Secretary of Raleigh Community Church of Christ will provide direct administrative support to the Raleigh Community Church of Christ and the Raleigh Community Christian Childcare Center. The Church Secretary will support the Senior Pastor as well as provide ministry support to the congregation and all the ministries of the church. The Church Secretary will provide support to the Senior Minister on Sunday mornings and Wednesday evenings with the technology for Virtual Worship, Bible Classes, retreats, workshops, lectureships, seminars and other ministry activities. The Church Secretary will support these ministries “in person” at the building and virtually when the role requires. This is a position in ministry and involvement in the life of the church is an integral part of the job responsibilities. The Church Secretary will also provide support for the Senior Pastor and National Urban Ministry Association.

We are a compassionate community of faith reconciling the world by making disciples.

Web: <http://www.raleighcommunitychurch.org>