

JOB POSTING

Position title:	Church Secretary
Position status:	Full-time
Ministry:	Admin Office
Posting date:	October 1, 2023
Application deadline:	October 31, 2023, or until further notice
Employment start date:	December 1, 2023

ABOUT MARKHAM CHINESE BAPTIST CHURCH

Markham Chinese Baptist Church (MCBC) is a trilingual (English, Cantonese and Mandarin) multigenerational church of about 1,000 congregants across four divisions: English (~150 people), Mandarin (~200 people), Cantonese (~500 people) and Young Life Division (~150 people), and has a team of 12 pastoral staff.

We are strategically situated next to Hwy 404 between Major Mackenzie Drive E. and 16th Avenue in a residential area developed over the past 20 years and is expanding into the north with predominately Asian origin.

POSITION OVERVIEW

The church secretary provides administrative and clerical support to church staff, consolidates weekly announcements and prepares weekly service bulletins for the three language divisions.

The incumbent is responsible for handling daily correspondence and enquiries, managing office records, maintaining an up-to-date membership database, and providing clerical assistance to the pastoral team, deacon board and church council.

ROLES AND RESPONSIBILITIES

- Manage the office and provide administrative support to church personnel
- Answer phone inquiries and manage incoming mail
- Prepare and distribute correspondence
- Maintain filing system and records
- Attend to visitors and provide them assistance as needed
- Prepare weekly service bulletins and announcements
- Assist in preparing bulletins for special events such as ordinations, anniversaries, baptisms and funerals
- Maintain church membership database and ensure the accuracy of records
- Prepare agenda for Council as well as General Members' meetings
- Maintain an up-to-date church event calendar and church organization chart

- Assist the Executive Office in church administration
- Perform other duties as assigned by pastors

REQUIREMENTS AND QUALIFICATIONS

- Spiritually mature believer in a growing relationship with Jesus Christ with a passion for serving in the body of Christ
- Completion of post-secondary education
- Good command of both written and spoken English and Chinese (Cantonese and Mandarin)
- Proven work experience in administration
- Proficient in Microsoft Office suite, e.g., Word, Excel, PowerPoint
- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Strong ethics, with an ability to handle confidential information
- Able to work independently and be a team player
- Effective interpersonal and communication skills
- Receptive to new technologies and changes
- Familiar with Canva, Adobe or other graphic design and WordPress website software, preferable
- Flexibility to work on occasional Sundays or weekends
- MCBC membership a plus
- Knowledge of church operations, policies and regulations is an asset

APPLICATION

Please submit a cover letter and resume detailing how you meet the job requirements before the application deadline to adminhiring@mcbc.com.

Please quote the **Church Secretary** in the subject line.

MCBC is committed to developing inclusive, barrier-free selection processes and work environments. If contacted by the hiring team in relation to an employment opportunity, please make your accommodation request, if any, if necessary, at that time. We will take accommodation measures to provide you with a barrier-free selection process. All accommodation requests will be treated confidentially.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.