



## Roles and responsibilities

### **Church secretary:**

**Being a Trustee of the church** - Churches are subject to the requirements of charity law and therefore must have Trustees. As Church Secretary, you are one of the Trustees, which comes with some important legal responsibilities.

**Constitution** - Be responsible for ensuring the current church constitution is followed. Review the constitution yearly and update where necessary.

**Church meetings** - Ensure that meetings of Trustees and Church Members are arranged, and notifications sent in line with any constitutional requirements to those who might attend. You will need to ensure there is a suitable agenda, that minutes are taken, and any decisions are implemented.

**Updating Baptist together database** - Ensure the church record in the national Baptist database is kept up-to-date. This includes details of your key people such as the Minister, Secretary, Treasurer, and their contact details. Completing a yearly annual return with any updates to personnel.

**Correspondence** - be the church's main contact for Baptists Together and for other organisations. You need to ensure emails, post, phone messages, and other communications from external parties are dealt with promptly and acted upon where necessary.

**Collaborate with the minister** – meet twice monthly to coordinate the work of the church and prepare for upcoming Trustees meetings and/or Church Meetings.

**Annual Report**- Be responsible for overseeing the production of the yearly Annual Report. Ensure the Annual Report is submitted to the Charity Commission.

**Handling pastoral vacancy's** - Where a church is between Ministers, this is referred to as a pastoral vacancy. Inevitably, you will have a heavier responsibility when there is no Minister. Usually, your local Baptist Regional Minister will support the church to appoint a Moderator, who is normally a local Baptist Minister who can guide the church through this period.

**Filling the pulpit** – When the minister is away for any length of time it is usually the church secretary who arranges speakers to cover.

**Everything else!** Depending upon how your church operates, a Church Secretary may be asked to take on other tasks