

Holly Spring Friends Meeting

CHURCH SECRETARY

Part Time (15 hours/week)

I. Primary Function

To promote the work of God's Kingdom through the support of the ministry staff and the members of the church as they strive to achieve the mission and vision of Holly Spring Friends Meeting.

II. Requirements

- Must have a personal relationship with Jesus Christ, having accepted Him as Savior and Lord.
- Must be able to hold confidences.
- Must have a minimal educational requirement of a high school diploma and previous training and/or experience in a technical or clerical area.
- Must have the ability to type at least 55 words per minute and a working knowledge of computers and computer software.
- Must be familiar with and committed to the Church Mission Statement of Holly Spring Friends Meeting.
- Must be pleasant and able to work well with others.
- Must be able to work and problem solve independently.
- Must be willing to be a "team player" with the rest of the ministry staff and the leadership of the meeting.

III. Responsibilities

- Be actively involved in the life of another church; including attending Worship Services on a regular basis.
- Meet regularly with pastors and/or other staff members.
- Answer telephone and greet/help members and visitors. This includes—but is not limited to—taking messages, receiving deliveries, taking care of repair questions, dealing with the public, forwarding requests from the needy to appropriate agencies.
- General filing of records and minutes. Back up computer data on a weekly basis.
- Distribute church mail.
- Compile announcements/information for weekly bulletin; print and fold 100 bulletins each week (include inserts as necessary); distribute to front and back entrances and Family Life Center.
- Print 12 children's bulletins each week and distribute to front and back entrances.
- Make CD's of Sunday services and mail with bulletins to shut-ins as needed.

- Print 35 copies each of Monthly Meeting Minutes, Treasurer's Report and Vision Committee Minutes for the 3rd Wednesday of each month and distribute to front entrance.
- Design newsletter, print, and distribute as directed by pastor and/or Vision Committee.
- Purchase copy paper and other office supplies as needed, including supplies for office equipment (computer/copier, etc.).
- Maintain contact with Sharp Business Systems in regard to 5-year copier lease and complete necessary paperwork.
- Compile information for yearly church directory as directed by the pastor and/or Woody Missionary leaders; print, collate and bind copies.
- Maintain church family addresses/phone numbers/birthdays/anniversaries, etc.
- Design brochures, publicity flyers, and other promotional material as requested by pastors, church committees, officers, etc. and distribute accordingly.
- Maintain *NotifyPlus* phone messaging system.
- Design and put up bulletin boards in the educational wing as directed.
- Change church sign outside as needed.
- Maintain church calendar and take reservations for Family Life Center, meetinghouse, Holly Spring Park and van.
- Compile information as requested by Atlantic Friends Christian Ministries.
- Maintain supplies in backs of pews: offering envelopes, visitor cards, prayer request cards, open worship cards, pens, etc.
- Maintain website and Facebook page by keeping information up-to-date and accurate. For website, post weekly bulletins, quarterly newsletters and other information about church events and activities as directed by pastors or committees. Assist with livestream team for Restream subscription and linking weekly videos to audio/video blog and website.

Reports directly to the Senior Pastor and Youth Director/Associate Pastor.

Applications available at www.hollyspring.org

Please send application and resume to pastor@hollyspring.org or by mail to:

Holly Spring Friends Meeting
 Attention: Ministry & Counsel
 2938 Holly Spring Road | Ramseur, NC 27316

Position open until filled

For more information, see www.hollyspring.org

Updated August 2021

HOLLY SPRING FRIENDS MEETING
Application Form for Employment

To potential employees of Holly Spring Friends Meeting: Please submit a detailed resume outlining your educational level, previous experience in the job for which you are applying, and previous experience working in any capacity within a church environment. In addition, please provide at least three professional references (including contact information) who can verify your qualifications for the job. At least one reference must be someone who is or has been in a supervisory role over you and can comment on your work qualifications.

Holly Spring Friends Meeting bases its employment guidelines on Biblical principles. We expect each employee's conduct on the job, as well as off the job, to be in line with moral, spiritual and ethical teachings of the *Holy Bible*. Therefore, all paid employees (full and part-time) are required to affirm that they: 1) have read and understand the HSFM Statement of Faith and Policy and Standards of Conduct; and 2) will comply and abide by the contents of both while employed by HSFM.

By signing below, I indicate my understanding and agreement with the following:

1. I have read and fully agree with the Holly Spring Friends Meeting Statement of Faith and Policy; and I fully agree to abide by it at all times in my work and example.

2. I have read and fully agree with the Standards of Conduct set by Holly Spring Friends Meeting; and I fully agree to comply with these standards at all times in my work and example.

Position Applying For _____

Print Full Name _____

Sign Full Name _____

Address _____

Best Contact Number _____

_____ Date _____

****Please attach your detailed resume to this form.**

Holly Spring Friends Meeting Statement of Faith and Policy

1.0 - Statement of Faith:

(a) We believe in the one and only God, who exists eternally in three persons—Father, Son and Holy Spirit.

(b) We believe that all humans, male and female, were created by God, in His image, to be loved and known by Him. We were made to glorify and enjoy God, but our relationship with Him and our very nature has been broken by sin, which has made us all subjects to God's judgement.

(c) We believe that all of our world, physical and spiritual, visible and invisible, was created by God. We believe our world is also broken by sin and remains in corruption and rebellion and in need of God's redemption.

(d) We believe that God's gift of his Son is the only and all-sufficient way we can be saved from the guilt, power, and eternal consequences of our sin and restored to a full relationship with Him. We believe we receive this salvation only through our repentance and faith in the atoning death and bodily resurrection of Jesus Christ.

(e) We believe that Jesus' sacrifice is sufficient for salvation because He is truly God's Son—fully human and fully divine. We believe Jesus' humanity and divinity are demonstrated through his death and resurrection, his sinless and miraculous life, and his virgin birth.

(f) We believe that the Holy Spirit will lead those who believe in the Lord Jesus into transformed lives. This radical and divinely empowered transformation happens as we come to see Jesus more clearly, know Him more intimately, and follow Him more closely. This life is marked by increasing conformity to Christ's goodness and holiness, as we die to our sin and self-seeking. We believe this transformation is accomplished through obedience and self-denial by the believer and empowerment and cleansing by the Holy Spirit.

(g) We believe in one universal Church, which is made up of all who have been saved by faith in Jesus Christ and who seek to serve, love, and obey Him.

(h) We believe the Bible, the Old and New Testaments, is the inspired and authoritative written Word of God. We believe the Bible is entirely trustworthy in all that it teaches and reveals, that we are obligated to obey its teaching, and that all of our doctrines and practices are subject to its authority.

(i) We believe that God created the family as a foundational institution of society. It is composed fundamentally of those persons who are related to one another through blood, marriage, or adoption. Marriage is a committed union between one man and one woman that God intends to last for a lifetime. As a gift of God, a marriage covenant provides the framework for intimate companionship and is the only appropriate context for sexual fulfillment and procreation.

1.1 - Statement on Marriage, Gender, and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Heb. 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10.)

We believe that in order to preserve the function and integrity of Holly Spring Friends Meeting as the local Body of Christ, and to provide a biblical role model to our members and the community, it is imperative that all persons employed by Holly Spring Friends Meeting in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Holly Spring Friends Meeting.

1.2 - Marriage Policy:

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Holly Spring Friends Meeting will only recognize marriages between a biological man and a biological woman. Further, the pastors, ministers, and staff of Holly Spring Friends Meeting shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of Holly Spring Friends Meeting shall only host weddings between one man and one woman.

1.3 - Statement on the Sanctity of Human Life:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

1.4 - Final Authority for Matters of Belief and Conduct:

The Holly Spring Friends Meeting Statement of Faith and Policy does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Holly Spring Friends Meeting's faith, doctrine, practice, policy, and discipline, our Meeting on Ministry and Counsel is Holly Spring's final interpretive authority of the Bible's meaning and application.

2.0 - Religious Employment/Volunteer Criteria

It is the intent and desire of Holly Spring Friends Meeting to provide equal opportunities within the terms and conditions of employment outlined in each of our job descriptions for paid personnel. Furthermore, Holly Spring Friends Meeting reserves the right to employ only persons who have a Christian background and philosophy of Christian ministry; and who have a work history and lifestyle which are consistent with the scriptural principles outlined by our Statement of Faith and Policy and with the *Holy Bible*. This applies to those individuals serving in a voluntary capacity at Holly Spring Friends Meeting as well.

Standards of Conduct for all Employees and Volunteers at HSFM:

- Represent Jesus Christ in all aspects of your public and private life, in both church and secular environments—including your financial decisions, daily choices, the words you use and the activities you pursue—so that your Christian witness is characterized by integrity and consistently reflects the grace and truth of Jesus Christ.
- Remain respectful, courteous, and positive in demeanor and communications with all individuals – inside and outside of HSFM.
- Receive feedback graciously; and respectfully offer constructive criticism and/or accountability to others at the appropriate times while serving in the appropriate roles.
- Uphold the unity and integrity of the HSFM body – refusing to gossip, slander, or behave in any way that would turn your brothers and sisters in Christ against one another.
- When working with children and youth, always conduct yourself according to good moral and ethical Christian behavior and commit yourself to keeping them safe at all times, even when in the company of their parents.
- Refrain from the use of tobacco, alcohol, recreational and/or illegal drugs.
- When using music, video, pictorials, or any internet resources for activities with children and/or young adults, selections must be aligned with the Biblical principles and teachings practiced at Holly Spring Friends Meeting.
- In all interactions, maintain an awareness of professional boundaries; being sensitive to the appropriateness of physical expressions of compassion or friendship.
- Demonstrate accountability and transparency in your interactions with members of the opposite sex. When meeting alone, take precautions such as informing your pastor of the meeting. Plan to meet in a public setting appropriate for a casual meeting of friends or in rooms with unobstructed windows or with the door open.
- Dress appropriately for all church activities and never wear garments with secular or vulgar expressions. In addition, always be mindful not to wear any garments too revealing or that would set a bad example for children and young people.

All employees and volunteers at HSFM who do not abide by the above Standards of Conduct may be accountable to the Clerks of Ministry and Counsel and Monthly Meeting, along with one or both Pastors. If necessary, an employee or volunteer may be subject to action up to and including removal from their position. In such cases, the action will be communicated both in person and in writing.