**Chinese Bible Church of Maryland**

Secretary Department Introduction

1. **Goals:**
   1. To support the documentation and administrative works of BOE, BOT, BOD, Church Office and Membership Meetings and to prepare a comfortable environment for brothers and sisters to serve God well.
   2. To provide communication tools for church staff and church members, such as telephone service, email, website, audio/video media, church newsletter, etc. to ensure the success of church ministries.
2. **Ministries:**
   1. Membership Meeting
      1. Make and count ballots; verify membership and publish results.
      2. Update member information and membership status
   2. Documentation, Administrative Support
      1. Keep BOE, BOT and BOD meeting records and documents as well as the church policies, by-laws and formal documents.
      2. Purchase office supplies (i.e. stationeries, accessories, and paper).
      3. Assist church secretaries as needed; help to hire church secretaries.
      4. Be the member of BOT; sign church checks.
   3. IT Support
      1. Purchase IT equipment.
      2. Maintain telephone and network system
      3. Computer hardware/software support and training
   4. Website Maintenance
      1. Maintain church website
      2. Post audio/video recordings of Sunday sermons and Sunday School information/outlines on the Internet.
      3. Provide member services – File sharing, Church Retreat Online Registration System, Church Directory.
3. **Prayer Needs:**
   1. Please pray for additional co-workers.
   2. Please pray for coworkers to have patience in fulfilling their responsibilities.

**馬利蘭中華聖經教會**

祕書部簡介

1. **目標:**
   1. 支援長老會、理事會、執事會、教會辦公室及會員大會的文書行政事宜，預備良好的開會及工作環境，使教會眾弟兄姊妹一起來事奉上帝
   2. 提供教會與會員彼此之間溝通的工具（如電話、電子郵件、網站、影音、教會通訊等），使教會的工作能順利完成
2. **服事方向:**
   1. 會員大會
      1. 製作選票、清點選票、會員資格確認及公佈結果
      2. 更新會員基本資料
   2. 文書、行政支援
      1. 保管與記錄長老會、理事會及執事會一切文書檔案、以及教會的規章、程序等正式文件
      2. 文具、紙張採購
      3. 協助教會祕書完成工作；協助聘任教會祕書
      4. 擔任理事會成員，教會支票簽名
   3. 電腦系統支援
      1. 電腦設備採購
      2. 電話系統及網路系統維護
      3. 軟／硬體支援及教育訓練
   4. 網站維護
      1. 教會網站維護
      2. 主日信息及主日學錄音錄影上網
      3. 提供會員服務－檔案分享、教會退修會線上報名、通訊錄
3. **需要及代禱:**
   1. 請為能召募足夠的同工代禱
   2. 請為同工代禱能有足夠的時間與耐心來完成工作