

# **Chinese Bible Church of Maryland**

## Secretary Department Introduction

### **1. Goals:**

- a. 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.
- b. 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:**

- a. Membership Meeting
  - i. Make and count ballots; verify membership and publish results.
  - ii. Update member information and membership status
- b. Documentation, Administrative Support
  - i. Keep BOE, BOT and BOD meeting records and documents as well as the church policies, by-laws and formal documents.
  - ii. Purchase office supplies (i.e. stationeries, accessories, and paper).
  - iii. Assist church secretaries as needed; help to hire church secretaries.
  - iv. Be the member of BOT; sign church checks.
- c. IT Support
  - i. Purchase IT equipment.
  - ii. Maintain telephone and network system
  - iii. Computer hardware/software support and training
- d. Website Maintenance
  - i. Maintain church website
  - ii. Post audio/video recordings of Sunday sermons and Sunday School information/outlines on the Internet.
  - iii. Provide member services – File sharing, Church Retreat Online Registration System, Church Directory.

### **3. Prayer Needs:**

- a. Please pray for additional co-workers.
- b. 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:

- a. 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
- b. 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:

- a. 會員大會
  - i. 製作選票、清點選票、會員資格確認及公佈結果
  - ii. 更新會員基本資料
- b. 文書、行政支援
  - i. 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
  - ii. 文具、紙張採購
  - iii. 協助教會祕書完成工作；協助聘任教會祕書
  - iv. 擔任理事會成員，教會支票簽名
- c. 電腦系統支援
  - i. 電腦設備採購
  - ii. 電話系統及網路系統維護
  - iii. 軟／硬體支援及教育訓練
- d. 網站維護
  - i. 教會網站維護
  - ii. 主日信息及主日學錄音錄影上網
  - iii. 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:

- a. 請為能召募足夠的同工代禱
- b. 請為同工代禱能有足夠的時間與耐心來完成工作