

CENTRAL BAPTIST CHURCH OF CAMP SPRINGS

CHURCH OFFICER POSITION DESCRIPTION

Announcement Clerk *Assistant Announcement Clerk*

Duties:

The Announcement Clerk/Assistant Announcement Clerk is to receive all announcements from the Church Administrators. These announcements must be reviewed and arranged in an orderly manner in time to be presented to the Church at the appropriate time in worship service. The Announcement Clerk/Assistant Announcement Clerk is required to provide announcements at all regularly scheduled services. However, if a ministry is having a service at a regular scheduled worship service, i.e., Annual Day, etc., they may use members of the said ministry to make announcements. The Announcement Clerk shall be informed of the change prior to the special event.

Qualifications:

1. Must be a Christian who holds fast to the faith and the Gospel of Jesus Christ.
2. Must be a member of Central Baptist Church in good and regular standing as outlined in the Church Constitution and By-Laws.
3. Must attend worship service on a regular basis.
4. Must read well, and have good command of the English language.
5. Must work well with others.
6. Must support the Pastor and the Vision of the Church.