



曼徹斯特華人基督教會
Manchester Chinese Christian Church

Church Secretary Recruitment 2021

Job Description and Person Specification

(last edited: 24/3/2021)

Job description:

The Church Secretary is a member of Church Council and an Officer of the Church.

Principle Duties of a Church Council member of MCCC

- Exercise with duty of care and prudence, ensure compliance and good governance and determine policies and strategies of MCCC;
- Fulfil their roles as defined in the Constitution;
- Participate in discussions and make decisions on church wide agenda and policies;
- Attend meetings and trainings as outlined below and where required

| Meetings | Training and Development |
|---|---|
| <ul style="list-style-type: none"> • 4 Council Business Meetings; • 7 Council Prayer Meetings; • 4 Quarterly Prayer Meetings; • Up to 6 Administration Department Meetings • General Meetings; • Emergency Meetings if required | <ul style="list-style-type: none"> • Church Leadership Training; • Governance Training; • GDPR Training; • Annual Council Retreat |

Duties of the Church Secretary as defined in the Constitution and By-Laws

As specified in the Constitution (Article 8.1), the Church Secretary will join the Pastors, the Elders and the Church Treasurer as “Church Officers”.

The Church Secretary will be responsible for correspondence on all matters relating to the Council; taking minutes of the proceedings of all Council meetings and General Meetings, and also keeping minutes of all Committee meetings.

He/she will also oversee membership application and withdrawal, as well as the nomination of Elders, Church Officers, Church Co-ordinators and Committee members. The Church Secretary will assist the Chairperson in the management of Council business.

Other Tasks

- Announce to church members any important decisions made by the trustees
- Keep Charity Commission updated about any changes in our governing documents
- Prepare the Annual Report for the members
- Participate in other meetings and project groups as required (for example – interviewing panel), as delegated by Council Chairman.

The role is immediately available. As stated in the Constitution, the Church Secretary shall serve until the next AGM and shall be eligible for re-appointment. This is a non-paid position but the successful

candidate may request a written reference from the Senior Pastor once his/her term of service is finished.

Person specification:

1. Membership status
You must be an official member of Manchester Chinese Christian Church.
2. Age requirement
You must be 18 or over.
3. Language skills
You must have a good command of English and Chinese as you will need to interpret the guidance from Charity Commission and inform them of any changes made in the governing documents of the church, as well as taking minutes in General Meetings, which will be published in the Annual Reports.
4. Interpersonal and leadership skills
5. You will need to have good interpersonal skills in order to deal with internal and external enquiries in a manner that reflects the doctrine of the church. Sense of responsibility and knowledge of the Constitution
Although it is a non-paid position, the Church Secretary is considered as a Church Officer of MCCC. You must have good knowledge of the Constitution or be prepared to study the Constitution and exercise your duties and responsibility as specified in the Constitution.
6. Experience and qualification
You must have experience of taking minutes in committee meetings and responding to emails in a professional manner. You must have experience of and understand how committees work. Other than that, no previous experience or qualification is required.

If you're interested in the Church Secretary opportunity, and you have the skills and knowledge we're looking for, please send your CV to admin@manchesterccc.org.uk and specify the congregation you are from. The application closing date is 30th June, 2021.