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## Church Clerk Resume

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### Job Objective

To obtain a Church Clerk position in a company that provides an open environment with many opportunities for continuous growth.

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### Summary of Qualifications:

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- Ability to maintain excellent public relations and able to exercise initiative and good judgment
  - Excellent written and oral communication skills
  - Excellent interpersonal skills and time management skills
  - Familiar with Word, Excel and database software
  - Excellent communication skill to maintain good relations with volunteers
  - Ability to communicate clearly and effectively
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### Work Experience:

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Church Clerk, May 2004 – Present  
True Light Baptist Church, New York, NY

- Assisted the pastor in implementing local church's decisions, in harmony with the Church Manual.
- Prepared the agenda for meetings, and took responsibility for production of minutes.
- Simplified church membership records as voted by the Church Board and Church Business meetings and handled all membership transfer correspondence.
- Arranged Baptismal and other certificates, and report forms for effortless retrieval.
- Ensured that lists of all the sub-committees appointed either by the Church Board or Business Meeting are filed suitably.
- Tabulated quarterly statistical reports as required by the pastor and the conference field head office.

Church Clerk, March 2002 – April 2004  
Sears Falls ChurchVA, New York, NY

- Assisted in providing project management guidance for variety of church-related activities and special events.
  - Coordinated with teams to facilitate execution of events.
  - Managed to generate weekly reports to assist in tracking attendance, communication from Sunday attendees, and prayer requests.
  - Maintained supplies, stocks and scheduling assignments.
  - Administered in producing bulletins, newsletter, etc.
  - Adapted to act as receptionist, and perform other basic church functions.
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### Education:

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Associate Degree in Public Relations, Houston Community College, Houston, TX

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