



About Us

Severna Park Baptist Church (SPBC) is an established church with a fresh vision from God in worship, ministry and outreach to our community. We are a church of multiple ages with a desire to grow godly generations for years to come. More can be learned by accessing our church website and through an interview process.

Job Position

Severna Park Baptist Church is seeking to hire a part-time (25-30 hours per week) Ministry Administrative Assistant. Hours are Monday-Friday 9am-2/3pm. If interested, please contact the church office at 410.647.0765 or office@spbcmd.com for an application. Background check will be required.

Job Description & Requirements

The right person will be a person who exhibits moral character, administrative capacity with computer tasks, and has team chemistry. This job has a steady stream of projects and people, therefore having good relational and communication skills are essential. Attention to detail, organization, and excellence of work are vital for success in this role. A working knowledge and proficiency in Microsoft Office (Excel, Publisher, Word) and willingness to learn additional computer programs is required. Trustworthiness and competency to handle finances with balancing statements, deposits, and writing checks is necessary for this position.

More information will be provided through the interview process. Being/becoming a SPBC member is not required, but is permitted, for this position.

Job Benefits

- Employees work together within a positive environment and a team mindset.
- Staff have the opportunity to invest their time and talents that make a difference in the lives of others in and beyond the church ministries in our community.
- Compensation and benefits for this position will be discussed at an interview process.

Accountability:

The Ministry Administrative Assistant is accountable to the church through the Lead Pastor and Personnel Team.

This application is to be completed by all applicants for employment with Severna Park Baptist Church. A resume and cover letter may be given to supplement this application. Upon an applicant's hiring, persons will be required to complete a background clearance.

General information

Date

Name

Email

Address

City

State

Zip

Home phone

Work phone

Cell Phone

(upon hiring for background clearance) Social Security #

Are you legally authorized to work in the U.S.?

Are you employed currently?

Available start date @SPBC:

Background information

Do you regularly attend our weekly ministries? Yes No If yes, since when? If not, do you attend another church and where?

Why have you chosen to seek employment at our church for this position?

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Do you have computer experience? Based on the job description & requirements what makes you qualified for this position?

Education

HIGH SCHOOL

Name & Location:

Graduation Year:

COLLEGE

Name & Location:

Graduation Year:

MASTER/TRADE/BUSINESS/SPECIAL

Name & Location:

Graduation Year:

Work Experience

Start with most recent employer. If you have been with present employer for < 2 years please list others below as applicable.

Name & Location:

Years:

Job Title/Description:

Supervisor Name & Number:

May we contact this person?

Name & Location:

Years:

Job Title/Description:

Supervisor Name & Number:

May we contact this person?

Name & Location:

Years:

Job Title/Description:

Supervisor Name & Number:

May we contact this person?

Military Service

Branch	Enlist date	Discharge date
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References

List 3 persons you've known for at least one year, who are not related to you and have a definite knowledge of your character and professional abilities. These will be contacted in the hiring process.

1. Previous Employer / Supervisor

Name	Nature of association		
Occupation	Length of time known		
Address	City	State	Zip
Home phone	Work phone		

2. Fellow Employee or Friend

Name	Nature of association		
Occupation	Length of time known		
Address	City	State	Zip
Home phone	Work phone		

3. Fellow Employee or Friend

Name	Nature of association		
Occupation	Length of time known		
Address	City	State	Zip
Home phone	Work phone		

Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the employers and references listed above to give any and all information concerning my previous employment and pertinent information they may have, personal and otherwise, and release SPBC from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of SPBC has any authority to enter any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized SPBC Personnel representative.

This waiver does not permit the release or use of disability related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

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Signature

Date