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EMPLOYMENT OPPORTUNITIES AND EDUCATIONAL REQUIREMENTS FOR
SECRETARIAL WORKERS IN THE CHURCHES OF THE
GEORGIA BAPTIST CONVENTION, 1947

by

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CHAPTER I

THE PROBLEM AND DEFINITIONS OF TERMS USED

One of the most important functions of the church-supported college or university is the preparation of young people for places of leadership within the church. In order that this function may be efficiently performed, certain information is necessary concerning the number and types of positions for which personnel is needed.

The need for information relative to employment opportunities in church fields was presented in an article by John Oliver Nelson in the April, 1946, issue of Occupations when he wrote:

Are there employment opportunities in church vocations at this time? Church personnel needs have long been a matter of hearsay and conjecture, dependent directly upon financial prosperity in the religious group. Religious agencies do not appear in state and federal job statistics nor in that basic source, the want-ad column.¹

With the enlargement of the church program and the expansion of its activities, secretarial work in the churches has increased. Figures are not obtainable to show the extent of the increase in secretarial positions

¹ John Oliver Nelson, "Servicemen and Church Vocations," Occupations, XXIV (April, 1946), 397.

in all churches. This study, however, makes available data related to such an increase in the Baptist churches of Georgia.

THE PROBLEM

Statement of the problem. It was the purpose of this study (1) to ascertain the employment opportunities in the churches of the Georgia Baptist Convention for individuals using one or more secretarial skills, and (2) to determine the educational qualifications and the secretarial skills needed by individuals filling these positions. These purposes were achieved by collecting, tabulating, and interpreting data regarding the educational qualifications and secretarial skills of personnel from

1. Churches currently employing persons who use secretarial skills in their work.
2. Churches seeking replacements for existing positions.
3. Churches planning to employ workers for newly created positions in which secretarial skills will be used.

The findings may be used to aid in educational guidance and curriculum planning in Baptist colleges, universities, and seminaries, and may also be of general value to other denominations.

Scope of the study. The area of the Georgia Baptist Convention coincides substantially with the political map of the State of Georgia. It is divided into 88 subdivisions, known as Associations, and is composed of 2,559 white member churches varying in size from a membership of 7 to a membership of 4,657.²

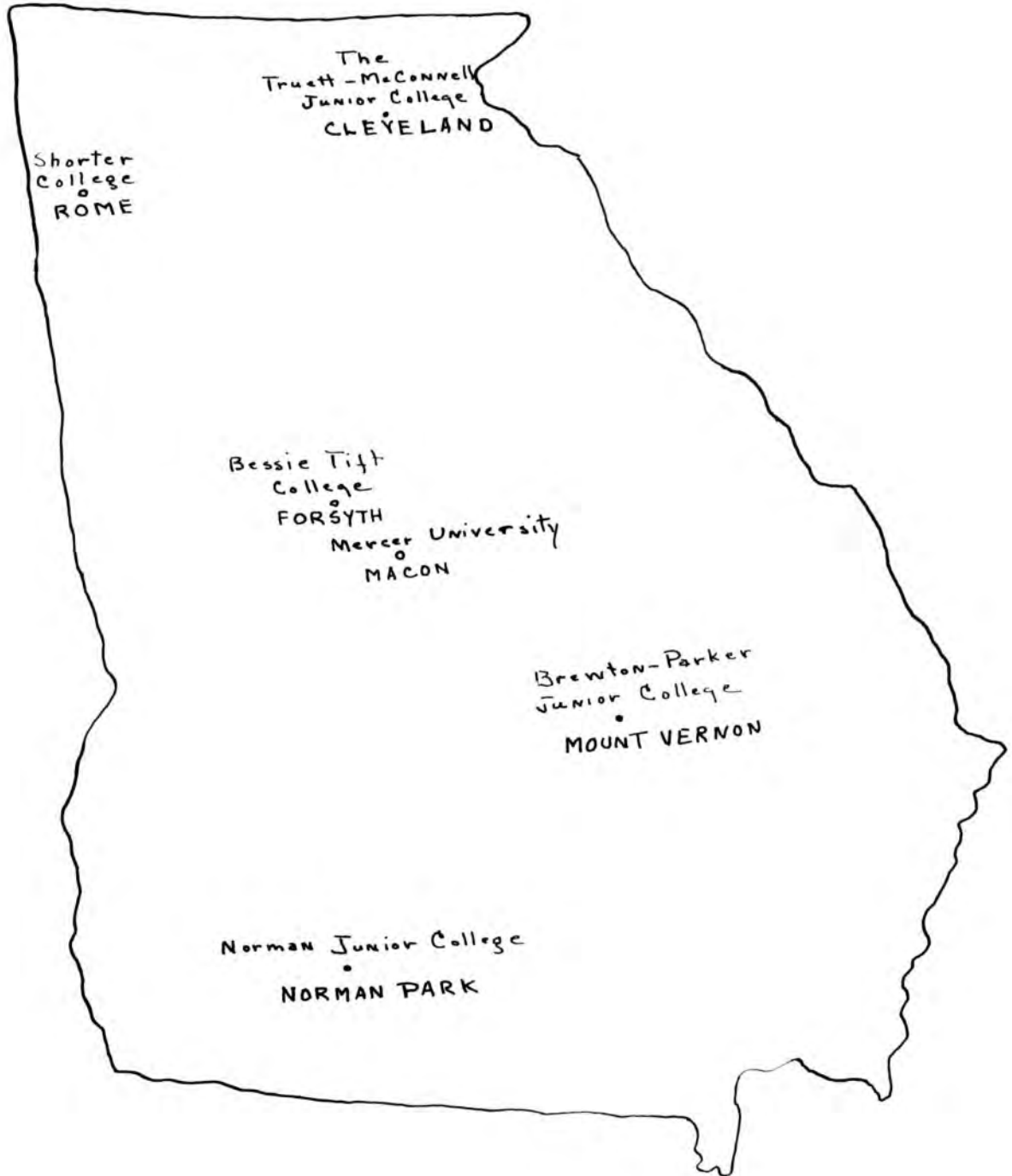
The Convention supports three senior colleges: Mercer University, co-educational; Bessie Tift College for women; and Shorter College for women; and three co-educational junior colleges: Norman Junior College, Brewton-Parker Junior College, and The Truett-McConnell Junior College. From these colleges come most of the trained leadership of the Georgia Convention and of its member churches. The area of the Georgia Baptist Convention and the location of the six colleges are shown in Figure 1.

The Georgia Baptist Convention is a component part of the Southern Baptist Convention, which covers the area from Maryland to California and includes 19 southern states and the District of Columbia. In addition to the colleges and universities supported by the various State Conventions, the Southern Baptist Convention supports three theological seminaries and one training school for white students, which

² Minutes of the One Hundred and Twenty-fifth Anniversary of the Baptist Convention of the State of Georgia, 1946 (Atlanta: Foote & Davies, Inc., 1947), pp. 172-270.

FIGURE 1

MAP OF GEORGIA BAPTIST CONVENTION SHOWING LOCATION OF
GEORGIA BAPTIST COLLEGES

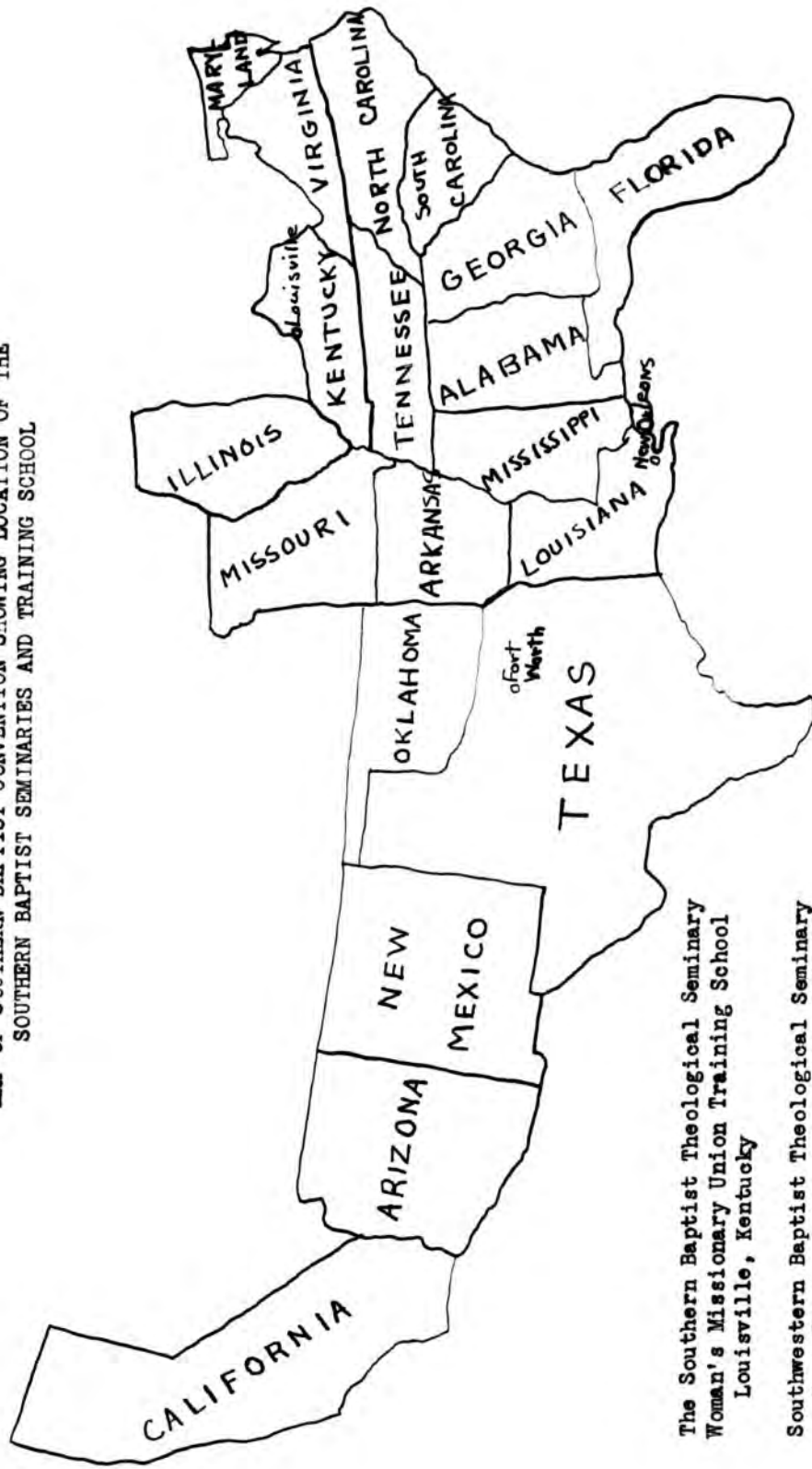


also train individuals who find employment in Georgia. These schools are: The Southern Baptist Theological Seminary in Louisville, Kentucky; Southwestern Baptist Theological Seminary in Fort Worth, Texas; New Orleans Baptist Theological Seminary in New Orleans, Louisiana; and the Woman's Missionary Union Training School in Louisville, Kentucky. The map presented in Figure 2 outlines the area included in the Southern Baptist Convention and shows the location of the Southern Baptist seminaries.

The survey was limited to churches with memberships of 300 or more. Four hundred and seventy-three churches in the Georgia Baptist Convention fell in this category. However, 9 churches for which pastors were not known were excluded, leaving a total of 464 churches, 324 of which were "full time" and 140 "part time," to be included in the investigation. The judgment of experienced pastors was the basis for setting 300 as the lower limit of the scope of the study. Interviews with pastors and various other church personnel revealed also that secretarial work in the churches is not confined to employees called "secretaries" but that secretarial duties are performed by church employees with a variety of titles. Therefore, the investigation included all church employees whose duties involved the use of any secretarial skill.

FIGURE 2

MAP OF SOUTHERN BAPTIST CONVENTION SHOWING LOCATION OF THE
SOUTHERN BAPTIST SEMINARIES AND TRAINING SCHOOL



The Southern Baptist Theological Seminary
Woman's Missionary Union Training School
Louisville, Kentucky

Southwestern Baptist Theological Seminary
Fort Worth, Texas

New Orleans Baptist Theological Seminary
New Orleans, Louisiana

Justification of the study. The Roberts School of Christianity of Mercer University, largest Baptist college in Georgia, provides a special curriculum for students preparing for secretarial positions in Baptist churches. The curriculum includes a major in Christianity and a minor in secretarial studies.³ The two other Georgia Baptist senior colleges, Bessie Tift College⁴ and Shorter College,⁵ provide similar programs. The three Southern Baptist theological seminaries and the Woman's Missionary Union Training School are also engaged in the preparation of young people for office positions in the churches. An examination of current catalogues of several of the Baptist colleges for women and Baptist co-educational colleges in various states that comprise the Southern Baptist Convention reveals that some of them have programs for the training and placement of young women as workers in secretarial positions in the churches. Therefore, a study of the status of church secretarial workers and an investigation of the demand for additional secretarial workers in the churches seems desirable in order to arrange an adequate program of study and to set up a functioning guidance program.

³ Mercer University Bulletin, XXXIV (May, 1947), 50

⁴ Advertisement in The Christian Index, May 8, 1947, p. 8.

⁵ Shorter College Bulletin, XLIV (January, 1944), 64.

Two aspects of the importance of making the study were investigated. First, a search was made for studies and other literature on the subject of the demand for church secretarial workers, and second, a local investigation was conducted to determine the extent of the need for secretarial workers to fill new positions and to replace those in existing positions. A report of these two endeavors is given on the succeeding pages.

When inspection of periodical indices, card catalogues, and specialized bibliographies in church literature revealed no titles suggestive of sources pertaining to the study, inquiries were sent to the Director of Research, International Council of Religious Education, and to schools giving graduate work in religious education.

The Associate General Secretary of The International Council of Religious Education wrote: "I am sorry that we do not have any information concerning the work of the church secretary."⁶ The librarian of The Divinity School Library of Duke University responded, "I have checked our thesis files and do not find any record of research on the subject of church secretaries."⁷ A letter from the office

⁶ Letter to the author from Gerald E. Knoff, Associate General Secretary, The International Council of Religious Education, Chicago, Illinois, May 2, 1946.

⁷ Letter to the author from George B. Ehlhardt, Librarian, The Divinity School, Duke University, Durham, North Carolina, April 29, 1946.

of the Dean of the Divinity School of Yale University revealed that nothing had been done at that institution in the field of the church secretaryship,⁸ and Professor Frank W. Herriott of Union Theological Seminary replied as follows:

. . . I regret that I can be of no help to you in this matter as I know of no studies made specifically in the field of the church secretary. If you received similar replies from other sources, it may simply be an indication that you have a free field for your research as there is no previous work done which you would be duplicating.⁹

Correspondence with the heads of the departments of religious education of the three Baptist seminaries, operated under the auspices of the Southern Baptist Convention, also revealed that no studies on the demand for church secretaries had been made under their direction unless they were in the form of term papers which were not kept on file. A letter directed to the teacher of one of the classes in which such investigations would have been made, brought the following reply:

. . . I am glad to know that you are doing the research for your Master's degree on the demand for church secretaries in the Baptist churches of Georgia. I can fully understand your problem in having difficulty discovering what has been written on the subject. . . . I do not know of any papers that have been written dealing with the matter of church secretaries. . . . so far as I know no study has been made of this matter.¹⁰

⁸ Letter to the author, June 16, 1947.

⁹ Letter to the author, June 23, 1947.

¹⁰ Letter to the author from Finley B. Edge, Professor of Religious Education, Southern Baptist Theological Seminary, Louisville, Kentucky, April 18, 1946.

The Southwestern Baptist Theological Seminary reported that no theses are required for graduation at that institution and that, therefore, it has none on the subject of the church secretary.¹¹ The Head of the Department of Religious Education at the New Orleans Baptist Theological Seminary wrote, "Such a survey as you suggest has never been made. I should like to see it projected to cover all the states of the South."¹²

Although an inspection of educational and church literature indicated that apparently no studies had been made of the need or the demand for church secretarial workers in Georgia or in any other part of the Southern Baptist Convention, some indication of the demand for trained church secretarial workers in the Convention was gained from the following excerpts from letters. Professor Finley B. Edge of The Southern Baptist Theological Seminary wrote, ". . . I can assure you that the demand for church secretaries is great, judging by the requests that come to us at the Seminary, . . ."¹³ A similar report came from the New Orleans Baptist Theological Seminary in a letter from Professor

¹¹ Letter to the author from A. E. Tibbs, Head of Department of Religious Education, New Orleans Theological Seminary, New Orleans, Louisiana, April 29, 1946.

¹² Letter to the author from W. L. Howse, Professor of Administration of Religious Education, Southwestern Baptist Theological Seminary, Fort Worth, Texas, September 24, 1945.

¹³ Edge to author, April 18, 1946.

A. E. Tibbs in which he stated, "We have long since stopped keeping a record of churches which are making requests for secretarial workers. The demand is too great for us to supply."¹⁴ Hansford D. Johnson, Dean of the Roberts School of Christianity of Mercer University, reported that he had far more demands for church office workers than he was able to fill.¹⁵

In the spring of 1946 the writer made an investigation of the demand for church secretaries in the Rehoboth Association of the Georgia Baptist Convention. The results of that investigation suggested the need for further study of the employment opportunities in the field of church secretarial work. One of the findings of that study was that in the 17 selected churches in this division of the Georgia Baptist Convention, the number of church secretarial workers employed in 1945 was 14, or 2.8 times the 5 individuals employed in 1935. If secretaries had been obtainable to fill the 6 positions for which employees were being sought at the time the study was made, the increase in the number employed in 1945 would have been 4.2 times the 1935 mark. Eleven, or 65 per cent, of the 17 "full-time pastors" responding to the

¹⁴ Tibbs to author, April 29, 1946.

¹⁵ Johnson to author, in conversation, May, 1946.

questionnaire reported either full-time or part-time church secretaries. Seven, or 41 per cent, were planning to employ secretaries for new positions or as replacements as soon as available applicants could be found.

The results of the investigation suggested the desirability of extending the study of the demand for church secretarial workers to include all the churches in the Georgia Baptist Convention.

The Dean of the School of Christianity of Mercer University considered the proposed state-wide study of such importance that he recommended to the Mercer University Committee of the Carnegie Foundation for the Advancement of Teaching that it approve this project as one to be financed by the Foundation. As a result of this recommendation, sufficient funds were allotted to collect data from all Baptist churches in Georgia that had memberships of 300 or more, and to make the findings available to the Roberts School of Christianity and to other colleges and seminaries of the Southern Baptist Convention.

DEFINITIONS OF TERMS USED

There is no one title which applies to all employed church personnel whose duties involve the use of secretarial skills. In numerous interviews with pastors it was found

that office workers performing the same type of activity in different churches were known by a variety of titles, such as "church secretary," "pastor's secretary," "educational director," "promotional secretary," and "pastor's assistant." The term most generally used to describe the secretarial worker within a church was "church secretary," although obviously this term was neither inclusive of all individuals using secretarial skills nor exclusive of all nonsecretarial workers. For example, secretarial work is listed as one of the functions of the director of religious education in the leaflet, "The Church Calls for Directors of Religious Education,"¹⁶ but it is not mentioned specifically in the following vague description of the "church secretary":

The Committee recognizes that there are many women with equally deep vocational purpose and special personal qualifications and abilities who because of their temperament and training serve the Church in a capacity not ordinarily to be described as "professional." For lack of a better title we shall describe such workers as "church secretaries."¹⁷

"Secretarial worker." Because of the confusion of titles and in order to include all church employees who use one or more secretarial skills in the performance of their

¹⁶ "The Church Calls for Directors of Religious Education," Vocations in the Church, IV (New York: The National Council, Protestant Episcopal Church), p. 9.

¹⁷ "The Training of Women for Work in the Church" (mimeographed report published by The National Council, Protestant Episcopal Church, New York), p. 4.

duties, none of the usual descriptive titles was used in this study. The definitive term, "Personnel employed in positions in which secretarial skills are used," in this investigation refers to all paid workers whose duties involve the use of any secretarial skill; and, for the sake of brevity, in this report such personnel are referred to as "secretarial workers" or "secretarial employees."

"Secretarial skills." The term "secretarial skills," as used in this report, includes typewriting, shorthand, bookkeeping, filing, mimeographing, machine transcription, and addressographing. The first four designations are found in the descriptions of secretarial workers in the Dictionary of Occupational Titles.¹⁸ Bookkeeping and mimeographing skills were noted in a description of the "secretarial worker" in Platt's The Book of Opportunities¹⁹ and of the "church secretary" in "The Training of Women for Work in the Church,"²⁰ and interviews with pastors and church office workers yielded information which justified their inclusion as skills most frequently used by church secretarial workers.

¹⁸ U. S. Department of Labor, Dictionary of Occupational Titles (Washington: U. S. Government Printing Office, 1939), p. 804.

¹⁹ Rutherford Platt, The Book of Opportunities (New York: G. P. Putnam's Sons, 1942), pp. 219-221.

²⁰ "The Training of Women for Work in the Church" (mimeographed report published by The National Council, Protestant Episcopal Church, New York), pp. 5-6.

The investigation in the Rehoboth Association showed book-keeping to be combined with secretarial work more frequently than any other duty. Maphet²¹ reported that typing of stencils and mimeographing were duties of high frequency among Presbyterian church secretaries. Addressograph operation was added by the pastor-respondents to the list of skills printed in the questionnaire used in the present study. The use of the Stenotype machine was omitted from the list of secretarial skills since none of the pastors interviewed required the use of these machines in his church office.

"Machine transcription" is the copying of dictation recorded on and reproduced from a sound-producing record.

A "full-time church" is a church "with preaching every Sunday."²²

A "part-time church" does not have preaching every Sunday. Part-time churches may be three-quarter time churches (with preaching three Sundays a month), half-time churches (with preaching twice a month), or quarter-time churches (with preaching one Sunday a month).²³

²¹ Princie Maphet, "Duties of Church Secretaries in Presbyterian Churches in the Synod of North Carolina," (mimeographed research problem, The Woman's College of the University of North Carolina, Greensboro, 1945), pp. 10, 12.

²² Book of Reports, Southern Baptist Convention, St. Louis, Missouri, May 7-11, 1947 (Nashville, Tennessee: The Marshall and Bruce Company, 1947), p. 4.

²³ Ibid.

Chapter II of this report will be devoted to the methods used in obtaining the necessary data and the procedures followed. Succeeding chapters will give the findings, conclusions, and recommendations derived from the returns of the questionnaire.

CHAPTER II

THE QUESTIONNAIRE AND THE SAMPLE

Building and validating the questionnaire. The questionnaire which was used in the Rehoboth survey¹ referred to in Chapter I served as a basis for the building of the questionnaire used in this study. It was revised and expanded to include additional items relative to secretarial skills used or needed, educational qualifications, and personnel previously employed. No position titles were suggested on the questionnaire. Pastors were asked to supply titles for all employees who use secretarial skills in their work and to include all of these workers in their responses rather than to limit the survey to individuals designated as church secretaries.

The revised questionnaire was constructed in four sections of one page each: I. Preliminary Data, II. Information Relative to Personnel Now Employed in Positions in Which Secretarial Skills Are Used, III. Information Relative to Personnel To Be Employed in Positions in Which Secretarial Skills Are Needed, and IV. Information Relative to Personnel Previously Employed in Positions Where Secretarial Skills Are Used.

¹ See Appendix for copies of the questionnaire: Form A (for churches employing one or more church secretaries) and Form B (for churches which do not employ church secretaries).

A letter was drafted to accompany the questionnaire, and both letter and questionnaire were submitted to a number of qualified persons to judge their probable effectiveness in securing the data desired. This group included the Dean of the School of Christianity of Mercer University, who had served for more than 25 years as a pastor; a professor of sociology, who was doing research for his Doctor's degree; a professor of religious education in a Baptist college, who had been a director of religious education in a Baptist church; a dean of women who is author of numerous magazine articles; the pastor of the Baptist church on the Mercer University campus; and two ministerial students who were serving as pastors of part-time churches in the Georgia Baptist Convention. No modifications were suggested by these persons, and the questionnaire and the letter were printed without further revision.

Selecting the sample. Discussions with members of the faculty of the School of Christianity of Mercer University and personal interviews with five pastors, two church secretaries, and two educational directors as to the size of church that would be likely to employ a secretarial worker revealed the consensus that a church with a membership of less than 300 would not be likely to need the services of a paid worker in addition to the pastor. The results of the investigation, as reported in Table II, validated this

choice of 300 as the lower limit of the sample, since out of the 85 churches which responded from the 300-399 classification only 2 employed secretarial workers and only 2 were seeking secretarial workers.

A mailing list was compiled from the minutes of the 1946 meeting of the Georgia Baptist Convention² to include the pastors of all churches in the Convention with memberships of 300 or more. The names of pastors were used, since personal interviews with the pastors of churches employing secretarial workers had shown that the pastor usually has more responsibility in the employing of additional personnel than anyone else in the church, even though a committee from the church frequently consults with the pastor in such matters. Part-time churches as well as full-time churches were included.

Eighteen churches were listed without pastors when the Convention minutes were printed in November, 1946. During the interim between the printing of minutes and the preparation of the mailing list, additional pastors resigned and moved to other localities. For example, in one Association it was known that 5 of the 18 pastors whose

² Minutes of the One Hundred and Twenty-fifth Anniversary of the Baptist Convention of the State of Georgia, 1946 (Atlanta: Foote & Davies, 1946), pp. 172-270.

names were included in the mailing of the questionnaires had resigned after the Convention minutes were published. Further evidence of the motility of the pastors is found in the Southern Baptist Handbook, 1947,³ which lists approximately 11 per cent of its 26,401 churches as being pastorless at the time of its publication. This difficulty in securing an accurate mailing list undoubtedly tended to lower the proportion of the returns on the questionnaire.

The questionnaire, form letter, and stamped addressed envelope were mailed in April, 1947, to each of the pastors of the 464 selected Baptist churches of the Georgia Baptist Convention. Copies of the questionnaire and the letter are appended to this report.

Two weeks after the questionnaires had been mailed, postal cards were mailed as reminders to all pastors who had not responded. A specimen postal card is included in the Appendix. At the end of an additional three weeks, or five weeks after the questionnaires had been mailed, a personal letter was written to each pastor of a full-time church who had not responded, and another copy of the questionnaire and a stamped envelope were enclosed. A copy of that letter is also included in the Appendix.

³ Porter Routh, Editor, Southern Baptist Handbook, 1947 (Nashville, Tennessee: Sunday School Board of the Southern Baptist Convention, 1947), p. 7.

Returns on the questionnaire. Data on the questionnaire returns are given in Table I. Of the total 464 questionnaires sent, 271 replies, or 58 per cent,⁴ were received. Seventy per cent returns were received from full-time churches and 32 per cent from part-time churches. Only 2 churches out of 42 with memberships above 1,300 failed to respond. The returns from churches with memberships below 1,300 ranged from 89 per cent for the 800-899 classification down to 45 per cent for the 400-499 classification.

Analysis of these returns reveals that of the 271 returned questionnaires, 226, or 83 per cent, were from pastors of full-time churches, as compared with 45, or 17 per cent, from pastors of part-time churches. As will be shown in Table II, part-time churches had no secretarial employees and were making no plans for employing such workers. Therefore, part-time churches will be excluded from the major portion of this report and will not appear in the analyses beyond the examination of the preliminary data requested on the questionnaire. With the exclusion of part-time churches, the responses represent a return of 70 per cent from full-time churches.

⁴ All computations in this report have been made to the nearest whole per cent.

TABLE I

QUESTIONNAIRE RESPONSES FROM FULL-TIME AND PART-TIME CHURCHES CLASSIFIED ACCORDING TO SIZE OF CHURCH MEMBERSHIP

Size of Church Membership	All Churches			Full-time Churches			Part-time Churches		
	Question- naires Sent	Question- naires Returned	Per Cent of Returns	Question- naires Sent	Question- naires Returned	Per Cent of Returns	Question- naires Sent	Question- naires Returned	Per Cent of Returns
300- 399	175	85	49	83	51	61	92	34	37
400- 499	86	39	45	54	33	61	32	6	19
500- 599	57	39	68	45	34	76	12	5	42
600- 699	32	16	50	29	16	55	3		
700- 799	24	16	67	23	16	70	1		
800- 899	9	8	89	9	8	89			
900- 999	9	8	89	9	8	89			
1000-1099	16	10	63	16	10	63			
1100-1199	6	4	67	6	4	67			
1200-1299	8	6	75	8	6	75			
1300-1399	3	3	100	3	3	100			
1400-1499	3	3	100	3	3	100			
1500-1599	1	1	100	1	1	100			
1600-1699	6	6	100	6	6	100			
1700-1799	3	3	100	3	3	100			
1800-1899	3	3	100	3	3	100			
1900-1999	1			1					
2000-2099	2	1	50	2	1	50			
2100-2199	3	3	100	3	3	100			
2200-2299	4	4	100	4	4	100			
2300-2399	2	2	100	2	2	100			
2400-2499	1	1	100	1	1	100			
2500-2599	3	3	100	3	3	100			
2600-2699	2	2	100	2	2	100			
2700-above	5	5	100	5	5	100			
Total	464	271	58	324	226	70	140	45	32

CHAPTER III

EMPLOYMENT OPPORTUNITIES AND EDUCATIONAL REQUIREMENTS FOR SECRETARIAL WORKERS

EMPLOYMENT OPPORTUNITIES

The employment data on secretarial workers in the churches of the Georgia Baptist Convention, presented in Table II, include both the secretarial positions which are now existent in the churches and the new positions for which secretarial workers are being sought.

Of the 226 questionnaires returned by the pastors of full-time churches, only 111 could provide pertinent data about secretarial personnel; the remaining 115 churches neither employed nor sought secretarial workers. The usable questionnaires represented: (1) 97 churches employing one or more individuals in positions in which secretarial skills are used; and (2) 43 churches indicating that one or more persons are to be employed for positions in which secretarial skills are needed. The overlapping of 29 churches is accounted for by the fact that these churches both employ and seek secretarial workers. Data from the two groups of responses have been arranged in tabular form and comprise the major portion of this report.

TABLE II

FULL-TIME CHURCHES CLASSIFIED ACCORDING TO SIZE OF MEMBERSHIP AND NUMBER OF SECRETARIAL WORKERS EMPLOYED OR SOUGHT FOR EMPLOYMENT

Size of Church Membership	Responses from Full-time Churches	Churches Reporting no Secretarial Workers	Churches Employing One or More Secretarial Workers		Churches Seeking One or More Secretarial Workers	
			Churches	Employees	Churches*	Employees
			300- 399	51	49	2
400- 499	33	24	7	7	5	5
500- 599	34	22	12	12	5	5
600- 699	16	12	4	4	3	3
700- 799	16	8	7	8	3	4
800- 899	8	2	6	6	4	4
900- 999	8	2	6	6	4	5
1000-1099	10	3	7	10	4	4
1100-1199	4	1	3	4	1	1
1200-1299	6		6	6	2	2
1300-1399	3	1	2	4	1	2
1400-1499	3		3	5	2	2
1500-1599	1		1	2		
1600-1699	6		6	7	2	2
1700-1799	3	1	2	5	2	2
1800-1899	3		3	5		
1900-1999						
2000-2099	1		1	1		
2100-2199	3		3	6	1	1
2200-2299	4		4	7		
2300-2399	2		2	3		
2400-2499	1		1	2	1	2
2500-2599	3		3	3		
2600-2699	2		2	4		
2700-above	5	1	4	11	1	1
Total	226	126	97	136	43*	47
Per Cent	100	57	43		19	

*This column includes 29 churches now employing secretarial workers and 14 churches without secretarial workers.

While only 97, or 43 per cent, of the total group of full-time churches responding to the questionnaire are shown in Table II to employ secretarial workers, the percentage of larger churches employing secretarial workers is much higher. Forty-three, or nearly 94 per cent, of the 46 churches with memberships of 1,200 and above employed a total of 71 secretarial workers. Thus, more than one half of the 136 reported secretarial workers were employed in churches with memberships of 1,200 or more, and two thirds of the workers were employed in churches of 1,000 members and above. Only 3 of the 43 churches of 1,200 or more members reported no secretarial workers, and 2 of the 3 were seeking such employees. Churches with less than 600 members, which constitute more than one half of the churches responding, employed only one sixth of the secretarial workers in the Baptist churches of the state. Of the 51 full-time churches with memberships of less than 400, only 2 reported secretarial employees and only 2 were planning to employ them.

Indication of a trend toward the employment of secretarial workers in the smaller churches, however, is observable in the data on new employees. Twenty-three, or approximately one half, of the secretarial workers to be employed were to serve churches with less than 900 members, and nearly three fourths were to be employed by churches with less than 1,300 members.

Size of church community. The initial categories in the section on preliminary data provided three divisions for the classification of size of church community: City, Town, and Open Country. When the returns were examined, however, further subdivision seemed desirable. In order to conform to the classifications set up in the Southern Baptist Handbook¹ the category of "Village" was added, and the category of "City" was subdivided to conform to the United States Census classifications.² "Metropolitan District" was added to designate populations of 50,000 and above, and the term "City" was restricted to populations ranging from 2,500 to 49,999. Since Rome, with a population of 26,282, is the only city falling in the bracket of 25,000 to 49,999, the actual population range represented in this bracket is 2,500 to 26,282 rather than the stated range of 2,500 to 49,999.

Table III shows part-time churches only in Town, Village, and Open Country communities; no part-time churches reported secretarial employees or indicated a need for them. Therefore, as was stated in connection with Table I, part-time workers are not included in the major portion of this report.

¹ Porter Routh, loc. cit.

² U. S. Department of Commerce, Sixteenth Census of the United States, 1940. Population, Vol. I, "Number of Inhabitants" (Washington, D. C.: U. S. Government Printing Office, 1942), pp. 233-270.

TABLE III
QUESTIONNAIRE RESPONSES CLASSIFIED ACCORDING TO SIZE OF CHURCH COMMUNITY

Classi- fication	Church Community Size	Total Churches Responding	Part- time Churches*	Full - time Churches				
				With secretarial workers		Without secretarial workers	Seeking secretarial workers	
				Churches	Employees		Churches**	Employees
Metropolitan District	50,000-above	64		49	75	14	13	15
City	2,500-49,999	93		42	55	52	21	23
Town	500- 2,499	61	12	5	5	44	7	7
Village	Under 500	4	1			3	1	1
Open Country		49	32	1	1	16	1	1
Total		271	45	97	136	129	43**	47

*No part-time churches reported secretarial employees or indicated a need for them.

**This column includes 29 churches now employing secretarial workers and 14 churches without secretarial workers.

Metropolitan churches comprise less than one fourth of the total number of churches responding to the questionnaire, but more than one half of the secretarial workers now employed are in churches located in the five Metropolitan Districts (Atlanta, Augusta, Columbus, Macon, and Savannah). More than three fourths of the Metropolitan churches employed secretarial workers, but fewer than one half of the City churches did so. A negligible number of secretarial workers was reported by Town churches.

A slightly larger proportion of churches in the Cities (21 out of 93) were seeking secretarial workers than were churches in the Metropolitan Districts (13 out of 64). This may be due either to the fact that most of the positions in the churches in the Metropolitan Districts have been filled or to the fact that the churches in the Cities are awakening to the need for additional employees. Nearly one half of the workers to be employed will serve churches in the City category, almost one third will be employed in Metropolitan Districts, and nearly one seventh will be located in Town churches.

No Village churches reported secretarial workers, and only 1 secretarial worker out of the total of 136 was reported for the Open Country. Only 1 church from the Village group and 1 from the Open Country indicated a desire for secretarial assistance.

Occupational life of memberships. No attempt was made to ascertain the economic levels of the church memberships or to provide in the check lists an exhaustive list of occupational activities. A classification was sought which would be indicative of the fields of labor represented by the sample and might suggest to the prospective church secretarial worker the nature of the occupational groups represented in the membership of the churches which have need of secretarial assistance.

Since the check list went to pastors and not to sociologists, technical sociological terms were avoided in this investigation. On the contrary, an effort was made to arrange a list which could be understood by the layman, even at the sacrifice of precision. To this end, the following specific categories were decided upon: Business or Professional people, Industrial workers, Miscellaneous wage earners, and Farmers. A fifth category, Cross-section of occupational groups, was added to describe church memberships which were composed of combinations of the four designated classifications. An unforeseen difficulty was encountered when 49 of the 271 respondents indicated that their church memberships were not composed of one occupational group or of a cross-section of the four specified occupational groups but were combinations of two or three of the stated categories. This group of responses has been

combined with the 75 responses from "cross-sections" and is listed in Table IV as "Combination of occupational groups." Nearly one half of the responses came from churches in this category.

Of the 97 churches employing secretarial workers, 44 per cent are composed of a "Combination of occupational groups," 35 per cent are composed predominantly of "Business or Professional people," while 21 per cent are divided between the "Miscellaneous wage earners" and "Industrial workers."

Of the 43 churches having vacancies for secretarial workers, 58 per cent are churches with memberships composed of "Combinations of occupational groups," 26 per cent are churches characterized by "Business or Professional people," and 16 per cent are churches composed of the two remaining classifications.

Title of position and added functions. Secretarial workers are employed under a variety of position titles and job combinations. Table V shows that the 136 secretarial employees reported by the pastors of 97 churches held 21 different titles. One hundred and thirteen of these employees were designated by titles including the word "secretary": 76 of these, or 56 per cent of the total, were employed under the title of church secretary. Seventy-two per cent of the workers perform no added functions, but the

TABLE IV
QUESTIONNAIRE RESPONSES CLASSIFIED ACCORDING TO OCCUPATIONAL LIFE OF MEMBERSHIP

Occupational Life of Membership	Total churches responding	Part- time Churches*	Full-time Churches		
			With secretarial workers	Without secretarial workers	Seeking** secretarial workers
Business or Professional people	56	3	34	19	11
Industrial workers	23	1	5	17	4
Miscellaneous wage earners	31	1	15	15	3
Farmers	30	22		8	
Combination of occupational groups	124	15	43	66	25
Occupational life not indicated	6	3		3	
Total	271	45	97	129	43**

*No part-time churches reported secretarial employees or indicated a need for them.

**This column includes 29 churches now employing secretarial workers and 14 churches without secretarial workers.

TABLE V

SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION

Title of Position	Employees			Additional							
	Male	Female	Total	No Added Functions	Church Secretary	Pastor's Secretary	Financial Secretary	Promotional Secretary	Records Secretary	Music Director	Librarian
Church Secretary (or Asst. Church Sec'y) . . .	2	74	76	55		1	5	4	4	2	1
Pastor's Secretary		13	13	10			1	1			
Financial Secretary (or Bookkeeper)	2	8	10	8							
Office Secretary (or Asst. Office Sec'y) . . .		7	7	7							
Educational Secretary		3	3	2							
Promotional Secretary		2	2	2							
Records Secretary		2	2	1							
Educational Director (or Minister of Education or Director of Rel. Educ.)	3	9	12	6	2					2	1
Music Director (or Minister of Music) . . .	3	2	5	2							
Treasurer			1*	1							
Librarian		1	1	1							
Hostess		1	1	1							
Director of Activities		1	1			1					
Associate Pastor	1		1								
Associational Worker	1		1	1							
All positions	12	123	136*	97	2	2	6	5	4	4	2

*Sex of Treasurer was not indicated.

TABLE V

TO TITLE OF POSITION AND ADDITIONAL FUNCTIONS PERFORMED

Additional Functions Performed

Records Secretary	Music Director	Librarian	Hostess	General Office Work	Organist	Publicity Chairman	Recreational Leader	Building Superintendent	Business Manager	Church Visitor	Receptionist	Church Clerk	Office Manager	Young People's Worker
4	2	1	1	2	1	2	1	1	1	1	1	1		
					2									
				1										
				1										
	2	1					1	1						
				1	1								1	
														1
4	4	2	1	5	4	2	2	2	1	1	1	1	1	1

remaining 28 per cent perform one or more of 19 different functions in addition to the ones implied by their position titles.

For purposes of tabulation, combinations were made of titles that were obviously similar, such as Church Secretary and Assistant Church Secretary; Financial Secretary and Bookkeeper; Office Secretary and Assistant Office Secretary; Educational Director, Minister of Education, and Director of Religious Education; Music Director and Minister of Music. Aside from these combinations, responses were tabulated under the position titles used by the pastor-respondents. Further combinations of titles could probably have been justified on the basis of similarity of duties. It was the opinion of several pastors who were interviewed about position titles that, in the majority of churches, the positions of Educational Director, Promotional Secretary, and Educational Secretary are virtually the same. The fact that no church was found to employ or to seek persons under more than one of these three titles is evidence of a duplication of duties involved in these positions.

It is probable that further duplication of duties exists among the individuals holding the various position titles. There would obviously be similarity in the work of (a) the 4 persons listed as Church Secretaries who also perform the functions of Promotional Secretaries and (b) the

2 employees who serve as Church Secretaries in addition to their work as Educational Directors. There is likewise little distinction between (a) the duties of the Records Secretary who does general office work and (b) those of the 4 Church Secretaries who perform the functions of the Records Secretary. It is also probable that the work of the Director of Activities is largely "educational" in nature and that this position resembles very closely that of an Education Director. As a result of the absence of dependable definition of titles and accurate and uniform job descriptions for the workers, there is marked confusion in nomenclature and concepts of variously named positions.

Secretarial workers were being sought by 43 churches to fill 47 positions listed under 8 different titles. Table VI shows these position titles with the miscellaneous functions which these workers will be asked to perform. The data reveal a greater demand for Educational Directors than for workers under any of the other titles listed by the respondents. More than one third of the openings were in this field. The position of Church Secretary, which held first place among the employed secretarial personnel, dropped to second place among the positions for which employees were being sought. The position of Promotional Secretary ranked third. Nearly four fifths of the positions open to secretarial workers in the churches during the time covered by this study were under

TABLE VI

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION AND
ADDITIONAL FUNCTIONS TO BE PERFORMED

Title of Position	Total Employees Sought	Additional Functions to be Performed										
		No Added Functions	Educational Director	Church Secretary	Music Director	Pastor's Assistant	Young People's Worker	Recreation Leader	Financial Secretary	Building Superintendent	Church Clerk	Church Visitor
Educational Director (or Minister of Educ.)	17	9		2	4		1		1			
Church Secretary	13	7	1		1	1	2				1	1
Promotional Secretary	7	4	1	1				1				1
Music Director (or Minister of Music)	4	2	2									
Pastor's Secretary	3	3										
Office Secretary	1	1										
Title and function not indicated	2											
All positions	47	28	4	3	5	1	3	2	1	1	1	1

these three titles. The 6 titles designated for all secretarial workers to be employed applied to 112 of the 136 currently employed.

The expressed opinion of ministers who have commented that the position of Promotional Secretary is gaining in prominence has been substantiated by these findings, which elevate this position from eighth place among the current employees to third place among the personnel sought for employment. This finding is suggestive of a trend that has been further substantiated by reports received since these data were collected.

Table VI shows that even though 28, or 60 per cent, of the new employees will not be asked to perform functions in addition to those implied in their named positions, the remaining 19 will be expected to perform one or more of 13 additional functions. The added function of Music Director, listed for nearly 11 per cent of the prospective employees, was the function mentioned most frequently.

Sex of employees. Of the 136 individuals performing secretarial work in the Baptist churches of Georgia, 123 are women, according to the data that were presented in Table V, page 32. Female workers are employed under 12 of the 15 different position titles reported and predominate in all positions except that of Music Director. Male secretarial workers are employed under 6 of the 15 different

position titles and there is no tendency toward a concentration of male employees in any one of these positions. Of the 123 female workers, 109 have position titles including the word "secretary," as compared with 4 of the 12 male workers.

In Table VII a preference is shown for female employees for new positions and replacements, although the respondents

TABLE VII

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO
TITLE OF POSITION AND SEX PREFERRED

Title of Position	Sex Preferred			Total
	Male	Female	Either	
Educational Director	5	3	9	17
Church Secretary		7	6	13
Promotional Secretary		5	2	7
Music Director		2	2	4
Pastor's Secretary		3		3
Office Secretary		1		1
Title not indicated		1	1	2
All positions	5	22	20	47
Per cent of total	10	47	42	100

will accept either men or women for 42 per cent of the positions if the other requirements are met. Male workers were mentioned as being preferred only in connection with the position of Educational Director, and even there a majority of the respondents did not express a preference. The

proportion of male workers sought for employment (5 out of 47) was slightly higher than that of male workers already employed (12 out of 136).

The 47 positions for which employees were being sought are shown in Table VIII to represent 37 new positions and 10 replacements. The fact that 79 per cent of the positions

TABLE VIII

EMPLOYEES SOUGHT FOR NEW POSITIONS AND REPLACEMENTS
CLASSIFIED ACCORDING TO TITLE OF
POSITION TO BE HELD

Title of Position	New Positions	Replacements	Total
Educational Director	13	4	17
Church Secretary	9	4	13
Promotional Secretary	5	2	7
Music Director	4		4
Pastor's Secretary	3		3
Office Secretary	1		1
Title not indicated	2		2
All positions	37	10	47
Per cent of total	79	21	100

to be filled are newly created is indicative of the expansion of opportunities for employment in the field of church secretarial work. Similarly, 10 replacements for 136 current positions indicates reasonable stability and job satisfaction.

EDUCATIONAL REQUIREMENTS

Level of education. Table IX shows that more than one third of the 136 employed secretarial workers held baccalaureate or graduate degrees, while an additional one fifth had been graduated from junior college or had engaged in post high school study. None were reported as having had less than high school education. The educational level of 16, or 12 per cent, was not reported.

Among the male employees, 6 of the 12 hold either senior college diplomas or graduate degrees. As would be expected, the distribution of female employees follows very closely the distribution of all workers.

The relationship of the educational level of the current employees to the titles of the positions which they held is also shown in Table IX. Ninety-six per cent of those who terminated their educational with high school graduation held positions identified as "secretary." Seventy-six per cent of this group were listed as Church Secretaries. Ninety-four per cent of all employees below senior college level were designated by titles including the word "secretary"; 78 per cent of those in the "senior college diploma" category and 39 per cent of those holding graduate degrees were so designated.

TABLE IX
SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF ED

Level of Education	Employees			Title						
	Male	Female	Total	Church Secretary	Pastor's Secretary	Financial Secretary	Office Secretary	Educational Secretary	Promotional Secretary	Records Secretary
Graduate Degree	3	10	13	4	1					
Senior College Diploma	3	24	27	11	3	3		1	2	1
Junior College Certificate	1	18	19	9	3		3	1		
Post High School Study*	1	6	7	3		1	1	1		
High School Diploma	2	52	54	39	5	4	3			1
Educational level not indicated	2	13	16**	10	1	2				
All levels	12	123	136**	76	13	10	7	3	2	2

*Post High School Study includes secretarial training, seminary courses, and less than two

**Sex of one employee was not indicated.

TABLE IX

ACCORDING TO LEVEL OF EDUCATION AND TITLE OF POSITION

Title of Position										
Educational Secretary	Promotional Secretary	Records Secretary	Educational Director	Music Director	Treasurer	Librarian	Hostess	Director of Activities	Associate Pastor	Associational Worker
			3	2		1			1	1
1	2	1	4	2						
1			1	1				1		
1			1							
		1	1				1			
			2		1					
3	2	2	12	5	1	1	1	1	1	1

es, and less than two years of college work.

Slightly more Pastor's Secretaries and Financial Secretaries came from the high school group than from any other educational level, and more Educational Directors and Music Directors came from the senior college and graduate degree levels. The number of individuals employed in any of the positions except that of Church Secretary, however, is too small for generalization.

The general educational background required for nearly half of the 47 prospective employees was that of "senior college level." Table X shows that graduation from senior college or additional study is required of 35, or approximately three fourths, of the 47 prospective employees reported. Of this number, additional graduate study or graduate degree was reported as a requirement for 14. High school graduation was reported as adequate for only 2 of the 47.

A comparison of Table IX (data on employed personnel), where 40 per cent are of "high school level" and 20 per cent of "senior college level," with Table X (data on prospective employees), where 4 per cent are of "high school level" and 45 per cent of "senior college level," shows a decided shift from the "high school level" to the "senior college level" as the educational background necessary for church secretarial workers.

TABLE X

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION REQUIRED AND TITLE OF POSITION

Level of Education Required	Number of Employees Sought	Title of Position						
		Educational Director	Church Secretary	Promotional Secretary	Pastor's Secretary	Music Director	Office Secretary	Title not indicated
Graduate Degree	9	3		2	1	2		1
Graduate Study	5	2	2			1		
Senior College Diploma	21	9	7	2	2			1
Junior College Certificate	2		1	1				
Post High School Study*	1					1		
High School Diploma	2		1	1				
Educational level not indicated	7	3	2	1			1	
All levels	47	17	13	7	3	4	1	2

*Post High School Study denotes musical and seminary training without college work.

Table X also shows the relation between the level of education required of the prospective secretarial workers and the titles of the positions which they will hold. All Educational Directors and Pastor's Secretaries sought are required to have a baccalaureate or higher degree. All Music Directors are required to have studied beyond high school. The only positions open to high school graduates without further training are Church Secretary and Promotional Secretary. It should be remembered, however, that the educational level of 7 of the 47 workers to be employed was not reported.

Secretarial skills needed by the 47 prospective secretarial employees are presented in Table XI, classified according to the level of education required for these workers. The numbers involved, however, except perhaps in the case of the category of the "senior college level," are too small for comparative comments, and no distinct patterns are discernible between skills needed and the level of education required.

Secretarial skills used or needed. The 7 secretarial skills used by individuals holding the 16 designated position titles are shown in Table XII. Secretarial skills mentioned most frequently by the respondents in connection with the 136 secretarial workers in the 97 churches are typewriting, used by 94 per cent of the employees; mimeographing, by

TABLE XI

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION REQUIRED AND SECRETARIAL SKILLS NEEDED

Level of Education Required	Number of Employees Sought	Secretarial Skills Needed					
		Type-writing	Short-hand	Book-keeping	Filing	Mimeographing	Machine Transcription
Graduate Degree	9	9	4	2	4	6	1
Graduate Study	5	4	2	4	3	4	
Senior College Diploma	21	21	14	11	16	19	6
Junior College Certificate	2	2	2	2	2	2	
Post High School Study*	1	1				1	
High School Diploma	2	2	1	2	2	2	
Educational level not given**	7	7	3	5	6	6	1
All levels	47	46	26	25	32	40	8
Per cent of total	100	98	55	55	68	85	19

*Post High School Study denotes musical and seminary training without college work.

**This column includes the response of one pastor who stated that no educational qualifications were required for the position in his church.

TABLE XII

SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION AND SKILLS USED

Title of Position	Employees			Secretarial Skills Used						
	Male	Female	Total	Type- writ- ing	Short- hand	Book- keep- ing	Fil- ing	Mimeo- graph- ing	Machine Tran- scription	Addresso- graph- ing
Church Secretary	2	74	76	76	43	57	67	69	5	1
Pastor's Secretary		13	13	13	12	5	10	8	6	
Financial Secretary	2	8	10	8	5	10	6	7	3	1
Office Secretary		7	7	7	5	6	7	6	1	1
Educational Secretary		3	3	3	2	1	3	3		
Promotional Secretary		2	2	2		1	1	2		
Records Secretary		2	2	2	1	1	2	2		1
Educational Director	3	9	12	10	4	4	7	9	1	
Music Director	3	2	5	2		1	1	2		
Treasurer			1*			1	1			
Librarian		1	1	1	1	1	1	1		
Hostess		1	1	1	1		1			
Director of Activities		1	1	1	1	1	1	1		
Associate Pastor	1		1	1		1	1	1		
Associational Worker	1		1	1						
All Positions	12	123	136*	128	75	89	109	112	16	4
Per cent of total	9	91	100	94	55	65	80	82	12	3

*Sex of Treasurer was not indicated.

82 per cent; and filing, by 80 per cent. Bookkeeping is a skill used by 65 per cent of the individuals, shorthand by 55 per cent, and machine transcription and addressograph operation by groups of negligible size.

All Financial Secretaries use the bookkeeping skill, 12 of the 13 Pastor's Secretaries use shorthand, and, with the exception of the Financial Secretary, all employees whose position titles include the word "secretary" use typewriting.

The secretarial skills needed by the 47 prospective secretarial employees are recorded in Table XIII, classified according to the titles of the positions which these employees will hold.

The percentage of the workers to be employed who need each of the 7 skills is in agreement with the percentage of currently employed personnel reported as using each of these skills. The relative importance of typewriting, mimeographing, and filing is indicated by the following percentages of prospective workers who will need each of these skills: typewriting, 98 per cent; mimeographing, 85 per cent; and filing, 70 per cent. More than 50 per cent of the prospective employees will need all of the skills except machine transcription and addressographing.

Since data have been collected concerning openings for only those workers who will use secretarial skills, it

TABLE XIII

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION AND SECRETARIAL SKILLS NEEDED

Title of Position	Number of Employees Sought	Secretarial Skills Needed					
		Type-writing	Short-hand	Book-keeping	Filing	Mimeographing	Machine Transcription
Educational Director	17	16	6	7	9	15	2
Church Secretary	13	13	12	11	12	12	3
Promotional Secretary	7	7	4	5	5	7	1
Music Director	4	4			1	2	
Pastor's Secretary	3	3	3		3	2	2
Office Secretary	1	1		1	1	1	
Title not indicated	2	2	1	2	2	1	
All positions	47	46	26	26	33	40	8
Per cent of total	100	98	55	55	70	85	17

is obvious that some of the secretarial skills will be needed by workers under all position titles reported here.

Even though the duties of Educational Directors are usually thought of as principally educational in nature, pastor-respondents indicated that practically all of these workers needed to know typewriting and mimeographing. Secretarial skills needed by Promotional Secretaries follow the same pattern as those needed by Educational Directors. It is evident from Table XIII that most pastors will expect applicants for the position of Church Secretary to be able to use five secretarial skills--typewriting, shorthand, book-keeping, filing, and mimeographing--and that these same skills, with the exception of bookkeeping, will be needed by the Pastor's Secretary.

As was pointed out in the discussion of Table XII, page 45, typewriting, mimeographing, and filing are the secretarial skills used by the greatest number of secretarial employees. Table XIV gives comparative data on workers of five different educational levels. All employees with graduate degrees or post high school work were reported as using the typewriting skill, all employees with junior college certificates were reported as using the filing skill, and all employees with post high school study were reported as using the skill of mimeographing. Twenty-five out of 27 employees holding senior college diplomas, 18 out of 19 with junior college certificates, and 53 out of the 54 high school

TABLE XIV
SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION AND USE OF SECRETARIAL SKILLS

Level of Education	Number of Employees	Secretarial Skills Used																											
		Typewriting				Shorthand				Bookkeeping				Filing				Mimeographing				Machine Transcription				Addressograph- ing			
		Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*				
Graduate Degree	13	13	9	4		8	7	1		5	3	2		4	4	5		11	7	4		3	2	1					
Senior College Diploma	27	25	24		1	16	16			18	7	11		22	12	9	1	23	14	8	1	2	2						
Junior College Certificate	19	18	17	1		10	10			12	9	3		19	11	8		17	12	5		2	2						
Post High School Study	7	7	7			5	5			4	2	2		6	5	1		7	5	2		1		1	2	1	1		
High School Diploma	54	53	49	1	3	33	33			40	26	11	3	42	34	7	1	46	31	13	2	5	2	3	2	2			
Educational level not given	16	12	1		11	3		3		10	1	2	7	11		2	9	8		1	7	3		3					
All levels	136	128	107	6	15	75	71	1	3	89	48	31	10	109	66	34	12	112	69	33	12	16	8	5	3	4	3	1	
Per cent of users trained		100	84			100	95			100	54			100	61			100	61			100	50			100	0		

*Training in skill not stated.

CORRECTION

SECRETARIAL EMPLOYEES

Level of Education	Number of Employees	Typewriting			
		Total using	Trained	Untrained	Not stated*
Graduate Degree	13	13	9	4	
Senior College Diploma	27	25	24		1
Junior College Certificate	19	18	17	1	
Post High School Study	7	7	7		
High School Diploma	54	53	49	1	3
Educational level not given	16	12	1		11
All levels	136	128	107	6	15
Per cent of users trained		100	84		100

TRAINING AND USE OF SECRETARIAL SKILLS

Level of Education	Skills Used													
	Typewriting		Mimeographing				Machine Transcription				Addressographing			
	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*
Graduate Degree	5		11	7	4		3	2	1					
Senior College Diploma	9	1	23	14	8	1	2	2						
Junior College Certificate	8		17	12	5		2	2						
Post High School Study	1		7	5	2		1	1			2	1	1	
High School Diploma	7	1	46	31	13	2	5	2	3		2	2		
Educational level not given	2	9	8		1	7	3			3				
All levels	34	12	112	69	33	12	16	8	5	3	4	3	1	
Per cent of users trained			100	61			100	61			100	50		0

*Training in skill not stated.

TABLE XIV
SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION AND USE OF SECRETARIAL SKILLS

Level of Education	Number of Employees	Typewriting				Skills Used												
		Total using				Filing			Mimeographing			Machine Transcription			Addressographing			
			Trained	Untrained	Not stated*	Trained	Untrained	Not stated*	Trained	Untrained	Not stated*	Trained	Untrained	Not stated*				
Graduate Degree	13	13	9	4	4	5		11	7	4		3	2	1				
Senior College Diploma	27	25	24	1		9	1	23	14	8	1	2	2					
Junior College Certificate	19	18	17	1	8			17	12	5		2	2					
Post High School Study	7	7	7		1			7	5	2		1		1	2	1	1	
High School Diploma	54	53	49	1	7	1		46	31	13	2	5	2	3	2		2	
Educational level not given	16	12	1	11	2	9		8		1	7	3			3			
All levels	136	128	107	6	34	12		112	69	33	12	16	8	5	3	4	3	1
Per cent of users trained		100	84					100	61			100	50			100	0	

CORRECTION

*Training in skill not stated.

TABLE XIV
SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION AND USE OF SECRETARIAL SKILLS

Level of Education	Number of Employees	Secretarial Skills Used																											
		Typewriting				Shorthand				Bookkeeping				Filing				Mimeographing				Machine Transcription				Addressograph- ing			
		Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*	Total using	Trained	Untrained	Not stated*				
Graduate Degree	13	13	9	4		8	7	1		5	3	2		4	4	5		11	7	4		3	2	1					
Senior College Diploma	27	25	24		1	16	16			18	7	11		22	12	9	1	23	14	8	1	2	2						
Junior College Certificate	19	18	17	1		10	10			12	9	3		19	11	8		17	12	5		2	2						
Post High School Study	7	7	7			5	5			4	2	2		6	5	1		7	5	2		1		1					
High School Diploma	54	53	49	1	3	33	33			40	26	11	3	42	34	7	1	46	31	13	2	5	2	3					
Educational level not given	16	12	1		11	3		3		10	1	2	7	11		2	9	8		1	7	3		3					
All levels	136	128	107	6	15	75	71	1	3	89	48	31	10	109	66	34	12	112	69	33	12	16	8	5	3				
Per cent of users trained		100	84			100	95			100	54			100	61			100	61			100	50						

*Training in skill not stated.

graduates use the typewriting skill. A slightly smaller proportion from all educational levels use the mimeographing skill. The percentage of workers on the various educational levels using each of the five other skills follows about the same pattern as those of all levels using these skills.

Respondents failed to record any information regarding the skill training of 15 of the employees. Of those whose educational level was given, 22 per cent were using skills without stated training. Workers with graduate degrees represented the largest proportion of untrained users, while those whose formal education terminated with high school graduation represented the largest proportion of trained users of secretarial skills. Since all but 2 of the 54 workers in the high school category were designated as "secretaries," it is probably that these workers were employed primarily for their stenographic ability, and the fact that 8 of the 13 workers in the graduate degree category were not listed as "secretaries" suggests that workers from this level were employed primarily for work not dependent upon the secretarial skills.

Shorthand training was reported for all but 4 of the 75 individuals using this skill. One shorthand writer (of the graduate degree category) was reported as having had no training in shorthand, while data regarding the training of 3 others were lacking. Apparently the one untrained worker

had mastered a system of symbols and proficiency in performance without formal training. Of the 128 employees who use typewriting, 84 per cent had been trained. Sixty-one per cent of those doing bookkeeping, and 50 per cent of those using transcribing machines had been trained. There were no trained addressograph operators. Inasmuch as the cases recorded in the "not stated" column have been interpreted in this comparison as having had no training, it is possible that the percentages of workers trained in the various skills are higher than these figures indicate.

In Table XV are tabulated the responses relative to the specialized training required of the prospective employees in both secretarial and nonsecretarial areas.

The respondents were interested in the prospective employees' ability to use the secretarial skills but were not greatly concerned with whether the workers had or had not been trained in the skill. For 24 of the prospective workers the pastors checked "training required" in all of the skills needed. Respondents checked "training required" in connection with some skills and omitted it with others for 9 of the prospective employees. Although, according to the respondents, 14 of the new workers will need from one to six of the secretarial skills listed, "training required" in these areas was not checked. For example, the number needing typewriting was reported as 46 but required training

TABLE XV

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION AND
SPECIALIZED TRAINING REQUIRED

Specialized Training Required	Level of Education Required								Number for Whom Training is Required	Per Cent of Total
	Graduate Degree	Graduate Study	Senior College Diploma	Junior College Certificate	Post High School Study	High School Diploma	Educational Level not Indicated			
<u>Secretarial</u>										
Typewriting	6	3	18	2	1	2			32	68
Shorthand	4	2	14	2					22	47
Bookkeeping	2	3	8	2		2			17	36
Filing	3	2	12	2		2			21	45
Mimeographing	5	3	15	2	1	2	1		29	62
Machine Transcription	1		6						7	15
<u>Nonsecretarial</u>										
Religious Education	6	4	17	2	1		1		31	66
Counseling and Guidance	4	3	8	1		1			17	36
Recreational Leadership	4	3	16	2		2			27	57
Music	3	4	11		1	1	1		21	45
Total employees sought	9	5	21	2	1	2	7		47	100

was noted for only 32. Similar differences were found in the responses pertaining to mimeographing, filing, and bookkeeping, with only about two thirds or three fourths of the cases for each skill checked as needing training.

The training requirement for prospective workers is compared with the training status of current employees in the following tabulation:

Secretarial Skill	Current Users Trained in Skill	Prospective Users for Whom Training is a Requirement
Shorthand	95 %	85 %
Typewriting	84	70
Mimeographing	61	73
Filing	61	66
Bookkeeping	54	68
Machine Transcription	5	88
Addressograph Operation	0	..

Pastors apparently desire a larger proportion of office workers who are trained in the skills of mimeographing, filing, and bookkeeping than is the case with the current employees, but they are under the impression that a larger percentage of prospective employees can "pick up" shorthand and typewriting skills than was true of the current employees. Machine transcription training seems to be needed to a greater extent by the new workers than by those already employed. The number of individuals using this skill, however, was considerably smaller than that involved in any of the six other skills.

Nonsecretarial training. It is evident from the titles of some of the positions held by employees performing secretarial duties that various types of specialized non-secretarial training are a desirable part of the educational background of these workers. The extent of this training has been tabulated according to the educational level of the workers and the results are presented in Table XVI.

Although 48 of the current employees had been trained in at least one of the nonsecretarial areas, the largest number having been trained in any one of the four fields included in this investigation was 27. Nonsecretarial training of current employees ranged from 20 per cent in religious education to less than 8 per cent in counseling and guidance.

Training in music and religious education was reported for workers on all educational levels. Only the workers of senior college and graduate levels had received training in counseling and guidance. No specialized nonsecretarial training was indicated for any of the 16 employees for whom the level of education was not reported.

In the specialized nonsecretarial training required of prospective secretarial workers, as shown in data of Table XV, religious education ranks first with 66 per cent and recreational leadership second with 57 per cent. These two areas were the only ones in which required training was specified for more than one half of the workers being sought.

TABLE XVI

SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION AND
TYPES OF SPECIALIZED NONSECRETARIAL TRAINING

Level of Education	Number of Employees	Nonsecretarial Training				
		Religious Education	Counseling and Guidance	Recreational Leadership	Music	Other**
Graduate Degree	13	7	5	5	5	
Senior College Diploma	27	10	6	8	7	2
Junior College Certificate	19	3		2	2	1
Post High School Study*	7	3			4	
High School Diploma	54	4		3	7	1
Educational level not given	16					
All levels	136	27	11	18	25	4
Per cent of total	100	20	8	13	18	3

*Post High School Study includes secretarial training, seminary courses, and less than two years of college work.

**Other nonsecretarial training includes library science, teacher training, and journalism.

Less emphasis was placed on training in counseling and guidance for prospective secretarial workers than on any of the other three nonsecretarial fields. This may indicate that pastors and other nonsecretarial employees do most of the work in counseling or that the field of counseling and guidance is a comparatively new one and undeveloped in the churches.

A comparison of Table XVI with Table XV reveals that churches are seeking secretarial workers with more training in the nonsecretarial areas than is reported for those who are now employed. The figures below show for each of the four areas the percentage of current employees who have had training and the percentage of prospective employees for whom training is a requirement:

	Current Employees	Prospective Employees
Religious Education	20 %	66 %
Music	18	45
Recreational Leadership	13	57
Counseling and Guidance	8	36

As was pointed out in connection with Tables XV and XVI, religious education is the nonsecretarial field checked most frequently and counseling and guidance the field checked least frequently by the respondents for both employed and prospective personnel. Training in religious education increased from one fifth of all workers for current employees to two thirds of all workers for prospective workers. In counseling and guidance, the increase was from one twelfth

for current workers to more than one third for those to be employed. Further evidence of the increased importance of nonsecretarial training is observable in the finding that the field which was checked the fewest number of times for prospective employees (counseling and guidance, 36 per cent) had a higher frequency than the field that was checked the greatest number of times for current employees (religious education, 20 per cent).

SALARIES

Although respondents were not asked to indicate whether workers were employed for full time or part time, pastors volunteered this information in connection with 25 employees who were being paid very small salaries. These 25 known part-time workers are excluded from this section of the report and will be discussed later in connection with Table XXII. It is possible that other workers were also on a reduced time schedule with a corresponding reduction in compensation but were not so reported. For example, a Music Director who directs all the musical activities in a local church but who does not use his complete working week in doing so was listed as a full-time worker. Interpretation of the data regarding salary is therefore subject to the limitation inherent in the possibility that some part-time workers are here included in the classification of full-time workers.

Current employees. Nearly one third of the 108 employees whose salaries are reported in Table XVII were concentrated in the middle salary bracket (\$137.50 to \$162.49). The median salary for these employees was \$142.05 and the salary range was from \$60 a month for a Church Secretary to \$300 a month for an Educational Director or a Music Director. The median of the stated salaries of the 91 full-time employees whose position titles include the word "secretary" was \$139.73, while the median of the stated salaries of the 17 workers not classified as "secretaries" was \$157.50. Salaries for Educational Directors ranged from \$125 to \$300 a month with a median of \$168.75; for Pastor's Secretaries from \$110 to \$200 a month, with a median of \$137.50; and for Church Secretaries from \$60 to \$216.67 a month, with a median of \$131.62. The number of individuals represented in each of the seven other position titles was too small to merit statistical computation.

The median salary of \$142.05 obtained in Table XVII for the 108 full-time employees represented all educational levels. In Table XVIII the median salaries for the several educational levels are found to range from \$133.33 for junior college certificate holders to \$155.00 for senior college graduates. The distribution of the 12 employees with graduate degrees shows a lower median salary (\$141.67) than the median obtained for senior college graduates. It is

TABLE XVII

FULL-TIME SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION AND SALARY

Title of Position	Number of Full-time Employees	M o n t h l y S a l a r y							
		Under \$87.50	\$87.50 to 112.49	112.50 to 137.49	137.50 to 162.49	162.50 to 187.49	187.50 to 212.49	212.50 and above	Salary not indicated
Church Secretary	62	4	15	15	17	4	4	1	2
Pastor's Secretary	12		1	1	5	4	1		
Financial Secretary	7			1	2	3		1	
Office Secretary	6		1	2	2	1			
Educational Secretary	2				1		1		
Promotional Secretary	2		1		1				
Records Secretary	2			2					
Educational Director	11			1	4	2	2	2	
Music Director	5	2		1	1			1	
Director of Activities	1			1					
Associate Pastor	1								1
All positions	111	6	18	24	33	14	8	5	3
Per cent of total	100	5	16	21	30	13	7	5-	3-

TABLE XVIII

FULL-TIME SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION,
LENGTH OF SERVICE, AND SALARY

Educational Level and Length of Service	Number of Full-time Employees	Monthly Salary							Salary not specified
		Under \$87.50	\$87.50 to 112.49	112.50 to 137.49	137.50 to 162.49	162.50 to 187.49	187.50 to 212.49	212.50 to above	
GRADUATE DEGREE									
Less than 1 year	5			1	2	2			
1 but less than 2								1	
2 but less than 6	3			2					
6 but less than 10	2		1		1				
10 years and above	1	1							
Experience not given	1								1
Total	12	1	1	3	3	2	1		1
SENIOR COLLEGE DIPLOMA									
Less than 1 year	9		1		3	3	1	1	
1 but less than 2	8		1	1	4	1	1		
2 but less than 6	2				2				
6 but less than 10									
10 years and above	2						1	1	
Experience not given	4			2	1				1
Total	25		2	3	10	4	3	2	1
JUNIOR COLLEGE CERTIFICATE									
Less than 1 year	2		1		1				
1 but less than 2	4	1	1	2					
2 but less than 6	3				2	1			
6 but less than 10	1					1			
10 years and above	1				1				
Experience not given	2		1	1					
Total	13	1	3	3	4	2			
POST HIGH SCHOOL STUDY									
Less than 1 year	4			1		2			1
1 but less than 2	1						1		
2 but less than 6	1		1						
6 but less than 10									
10 years and above									
Experience not given									
Total	6		1	1		2	1		1
HIGH SCHOOL DIPLOMA									
Less than 1 year	13	1	1	6	4			1	
1 but less than 2	5		1	1	1	2			
2 but less than 6	13	1	3	3	2	2	2		
6 but less than 10	3		1		2				
10 years and above	9		2	2	4		1		
Experience not given	1		1						
Total	44	2	9	12	13	4	3	1	
EDUCATIONAL LEVEL NOT GIVEN									
Less than 1 year	2	1	1						
1 but less than 2	2	1			1				
2 but less than 6	1				1				
6 but less than 10	1			1					
10 years and above	1							1	
Experience not given	4		1	1	1			1	
Total	11	2	2	2	3			2	
ALL EDUCATIONAL LEVELS									
Less than 1 year	35	2	4	8	10	7	1	2	1
1 but less than 2	20	2	3	4	6	3	2		
2 but less than 6	23	1	4	5	7	3	3		
6 but less than 10	7		2	1	3	1			
10 years and above	14	1	2	2	5		2	2	
Experience not given	12		3	4	2			1	2
All employees	111	6	18	24	33	14	8	5	3
Per cent of total	100	5	16	21	30	12	7	5-	3-

possible, as was mentioned on page 57, that the lowest brackets here include individuals who do not devote full time to the church position but were not reported by the pastors as being part-time workers.

Prospective employees. The relation of position title to salary for prospective employees is shown in Table XIX. Thirty-three per cent of these workers will receive salaries of \$162.50 and above, 36 per cent will receive salaries of between \$137.50 and \$162.49; only 13 per cent will be paid less than \$137.50 per month. The salaries for 9, or 18 per cent, of the new employees were not indicated.

Salaries for prospective secretarial workers will range from \$75 a month for a Promotional Secretary to \$300 a month for an Educational Director as compared with a range of \$60 to \$300 for currently employed workers. The median salary specified for prospective secretarial employees was \$156.62 a month as compared with the median salary of \$142.05 being paid the employed secretarial workers.

Monthly salaries of prospective employees listed under titles including the term "secretary" tend to cluster in the bracket of \$137.50 to \$162.49. Only 3 of the 21 positions designated by the term "secretary" carry monthly salaries above \$162.49 and only 5 below \$137.50. Salaries of prospective Educational and Music Directors are somewhat

TABLE XIX

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION AND SALARY

Title of Position	Number of Employees Sought	M o n t h l y S a l a r y							
		Under \$87.50	\$87.50 to 112.49	112.50 to 137.49	137.50 to 162.49	162.50 to 187.49	187.50 to 212.49	212.50 and above	Salary not indicated
Church Secretary	13		1	2	8	1		1	
Promotional Secretary	7	1			3	1			2
Pastor's Secretary	3			1	2				
Office Secretary	1								1
Educational Director	17			1	4	3		5	4
Music Director	4					1	2	1	
Title and salary not indicated	2								2
All positions	47	1	1	4	17	6	2	7	9

higher than those of workers listed as "secretaries." Respondents will pay monthly salaries of \$162.50 and above for the 4 individuals to fill vacancies for Music Directors. Only 1 of the 13 openings for Educational Directors for which salary was indicated will pay less than \$137.50; 5 will pay salaries of \$212.50 and above. The median salary of prospective secretarial workers listed as Music or Educational Directors is \$184.38 and the salary range is from \$125 to \$300.

The probable salaries of the 47 prospective employees are presented in Table XX in relation to the level of education required of these workers. When the data obtained in Table XIX are compared with the figures shown in Table XX, it is apparent that churches are expecting to pay higher salaries to secure replacement and additional employees and that they are demanding employees with higher general educational levels than those of current employees.

Association between higher educational levels and higher salaries is indicated in the finding that 88 per cent of the prospective secretarial workers with stated educational levels were expected to be college graduates and that the salaries of 84 per cent of the prospective employees would be \$137.50 and above. High school graduation was the educational level specified for the only individual who would be offered

TABLE XX

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO LEVEL OF EDUCATION REQUIRED AND SALARY

Level of Education Required	Number of Employees Sought	Monthly Salary							Salary not Indicated
		Under \$87.50	\$87.50 to 112.49	112.50 to 137.49	137.50 to 162.49	162.50 to 187.49	187.50 to 212.49	212.50 and above	
Graduate Degree	9			2	2	2	1	1	1
Graduate Study	5				1	1		3	
Senior College Diploma	21			2	11	2		3	3
Junior College Certificate	2		1		1				
Post High School Study	1						1		
High School Diploma	2	1			1				
Educational level not given	7				1	1			5
All levels	47	1	1	4	17	6	2	7	9

less than \$87.50 a month. Graduation from junior college was required of the only individual in the \$87.50-\$112.49 salary bracket.

The tendency to pay higher salaries to new employees may be an indication that churches will pay what they have to in order to obtain new personnel and that incumbents will either be retained at their present salaries or will receive salary increases later.

An examination of individual cases in the responses from 29 churches already employing secretarial workers and seeking 22 additional workers and 11 replacements, showed that, in general, higher salaries would be paid to those to be employed in new positions than to those replacing current workers.

For the 11 replacements being sought, 4 openings were announced at increased salaries. Three of these resulted from part-time positions being converted to full-time positions. Two positions carried the same salary for the prospective employee as had been paid to the employed secretarial worker, and no instance was recorded of a lower beginning salary. Respondents did not indicate salary difference for 5 of the replacements.

Twenty-two openings were newly created positions in churches already employing one or more secretarial workers. The salaries in 14 of these exceeded the salaries being paid

to the currently employed workers in the same churches; 2 carried the same salaries, and 2 offered lower salaries. The difference in salaries for 4 of the new workers was not indicated.

Table XXI shows skill and nonskill training required of workers in the various salary brackets for the 47 prospective employees. Secretarial skills are represented to a greater extent in the median and below-median salary brackets than are the specialized nonsecretarial requirements, and the highest salary bracket suggests more emphasis on religious education, recreational leadership, and music than upon secretarial training.

LENGTH OF SERVICE OF FULL-TIME EMPLOYEES

Secretarial workers were young in terms of years of service in the positions which they held, according to data presented in Table XVIII, page 60. Thirty-five of the 99 full-time employees for whom the number of years of experience were recorded had held their positions less than 1 year, and 55 had served less than 2 years. Only one seventh of the full-time employees had served 10 years or more in the positions they occupied at the time of this inquiry. The data do not reveal whether this was the total experience of the workers or whether they had held similar positions in other churches. The fact that length of service was not

TABLE XXI

PROSPECTIVE SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO SALARY AND SPECIALIZED TRAINING REQUIRED

Specialized Training Required	Number Requiring Training	Monthly Salary							
		Under \$87.50	\$87.50 to 112.49	112.50 to 137.49	137.50 to 162.49	162.50 to 187.49	187.50 to 212.49	212.50 and above	Salary not indicated
<u>Secretarial</u>									
Typewriting	32	1	1	4	16	3	2	2	3
Shorthand	22		1	3	12	3		1	2
Bookkeeping	17	1	1	2	7	2		2	2
Filing	21	1	1	3	10	2		1	3
Mimeographing	29	1	1	4	14	2	1	2	4
Machine Transcription	7			2	4			1	
<u>Nonsecretarial</u>									
Religious Education	31		1	2	12	3	2	6	5
Recreational Leadership	27	1	1	2	11	3		5	4
Music	21			1	6	3	2	5	4
Counseling and Guidance	17	1		1	8	1		2	4
Total employees sought	47	1	1	4	17	6	2	7	9

indicated for 12, or over 10 per cent, of the workers influenced the percentage figures to some extent, since these 12 cases were excluded from all percentage comparisons.

Employees of the high school level had more experience in their present positions than had those of any other educational category. Nine of the 14 who had served 10 years or more had terminated their education with high school graduation. Thirty-one per cent of the employees of the high school educational level had served in their present positions less than 1 year, almost 29 per cent had been in their present positions from 2 to 6 years, and 21 per cent had served for more than 10 years.

Employees in the "post high school study" category had the fewest years of service in their present positions. In this group 4 of the 6 individuals had served less than 1 year and none had served more than 6 years. In the graduate degree group, nearly one half had served less than 1 year, and in the senior college group more than one third had served less than 1 year. In the junior college classification, approximately one fifth had served less than 1 year; more than one half had served less than 2 years.

The term of service of employed full-time workers can be described by the median of 1 year 9 months, although there is no tendency for the cases to concentrate around this point. The greatest frequency is in the group that had been employed less than one year.

Experience required of prospective secretarial employees. From the total of 14 respondents answering the query of whether or not experience would be required of the prospective employees, only 1 respondent indicated that experience was a "required" qualification. Five pastors indicated a preference for experienced workers or considered experience "helpful"; 3 stated that experience was "unnecessary"; the following qualifying comments were made by the 5 other pastors: "not necessarily," "depends on person," "assurance that person can do job," "secretarial training," and "seminary training." The type of experience desired was mentioned in only 2 instances: one respondent preferred an applicant with four years of teaching experience, and one stated that experience in an office would be helpful.

PART-TIME EMPLOYEES

The distribution of the known part-time employees according to position title, salary, and length of service is presented in Table XXII. It is possible that other employees recorded in the lowest salary group of Table XVII, page 59, were part-time workers; but since this information was not known, only those designated as "part-time" are considered here. Most of these workers were designated as Church Secretaries. Fourteen, or nearly three fifths, of the 25 known part-time employees were classified under this

TABLE XXII

PART-TIME SECRETARIAL EMPLOYEES CLASSIFIED ACCORDING TO TITLE OF POSITION, SALARY, AND LENGTH OF SERVICE

Title of Position	Part- time Employees	Monthly Salary			Length of Service					
		Under \$87.50	\$87.50 to 112.50	Salary not indicated	Less than 1 year	1 year but less than 2	2 years but less than 6	6 years but less than 10	10 years and above	Experience not given
Church Secretary	14	10	3	1	2	2	3		2	5
Financial Secretary	3	3					2			1
Pastor's Secretary	1	1								1
Office Secretary	1	1				1				
Educational Secretary	1	1			1					
Educational Director	1	1				1				
Treasurer	1	1							1	
Librarian	1	1					1			
Hostess	1	1								1
Associational Worker	1		1					1		
All positions	25	20	4	1	3	4	6	1	3	8

title. Three employees were designated as Financial Secretaries, and the remaining 8 part-time workers were listed under 8 different position titles.

The salary range was from \$100 a year for a Treasurer to \$100 a month for an Associational Worker or a combination Church Secretary and Hostess. Examination of individual cases showed that 6 of the 20 part-time employees whose monthly salaries were stated received between \$60 and \$69 a month, 6 received \$70 and above, and 8 received less than \$60 a month.

In only one instance did respondents indicate the number of hours per month represented in part-time employment. The term "half-time" was used by respondents to describe 6 workers. Length of service was reported for only 17 part-time employees. The largest proportion of the employees had served from 2 to 6 years as compared with less than 1 year for current employees; 3 employees had served for more than 10 years.

SECRETARIAL WORKERS PREVIOUSLY EMPLOYED

Data called for in Section IV involved employment records for the ten-year period prior to this study. Payroll records contained the information requested in items 1 and 2 concerning the number of individuals that have been employed; the pastors reported in full on these items. Table XXIII and Figure 3

summarize the information obtained from the respondents to questions 1 and 2.

Many of the pastors, however, who were called upon to supply information on the items in question 3 had not been serving their present churches long enough to have the necessary knowledge about the individuals who had left positions in those churches. Consequently, information relative to what had become of previously employed personnel was dependent upon the memory of the pastor or that of other church leaders whom he could consult. Since 28 per cent of the current secretarial workers had been serving their present churches less than 1 year and since the length of service of 46 per cent was less than 2 years, information gained from these individuals was somewhat unreliable.

The failure of 6 pastors to give the employment history of all individuals who had been employed in their churches during the ten-year period, and the fact that 2 pastors checked more than one response regarding the employment history of one or more of the individuals who had been employed by their churches during the past decade caused a discrepancy of 12 between the total number of persons employed during the period and the number of individuals whose employment histories were given.

Because of these omissions and overlappings in the replies, data included in this section are reported only to

afford general impressions regarding the expansion of opportunities in the church secretarial field from 1937 through 1946 and regarding the degree of permanency and promotion afforded by secretarial positions.

The degree of permanency of the secretarial positions in the churches and the promotional opportunities afforded by these positions are reflected in the following responses to the inquiry into the employment history of 250 individuals who have held one of the 130 secretarial positions in the churches during the ten-year period from January 1, 1937, through December 31, 1946.

- 117 have remained in the same positions
- 26 have married
- 18 have accepted nonchurch secretarial work
- 16 have accepted church secretarial work elsewhere
- 16 have taken up duties at home
- 16 have returned to school
- 12 have accepted nonsecretarial, nonchurch work
- 8 have accepted nonsecretarial church work, such as Sunday school field work, teaching, music, and pastorates
- 4 have transferred to nonsecretarial positions within the same church
- 3 have retired from active service
- 2 have been promoted to the position of Educational Director
- 1 resigned because of illness

Excluding the 12 employees for whom the number of years of experience was not reported, the average term of service of the 99 full-time secretarial workers currently employed, Table XVIII, page 60, was found to be approximately 4 years 1 month, and shows reasonable stability.

Respondents gave the following reasons for the demand for the services of 10 workers to replace existing personnel:

- 3 employees married
- 2 accepted pastorates
- 2 returned to school
- 1 accepted church secretarial work in another state
- 1 went to a larger field of work (type of work or locality not stated)
- 1 was asked to resign

Figure 3 graphs the data reported by 111 pastors concerning the number of secretarial workers shown in Table XXIII as being employed during each year of the ten-

TABLE XXIII

NUMBER OF SECRETARIAL POSITIONS IN THE CHURCHES
OF THE GEORGIA BAPTIST CONVENTION
1937-1947

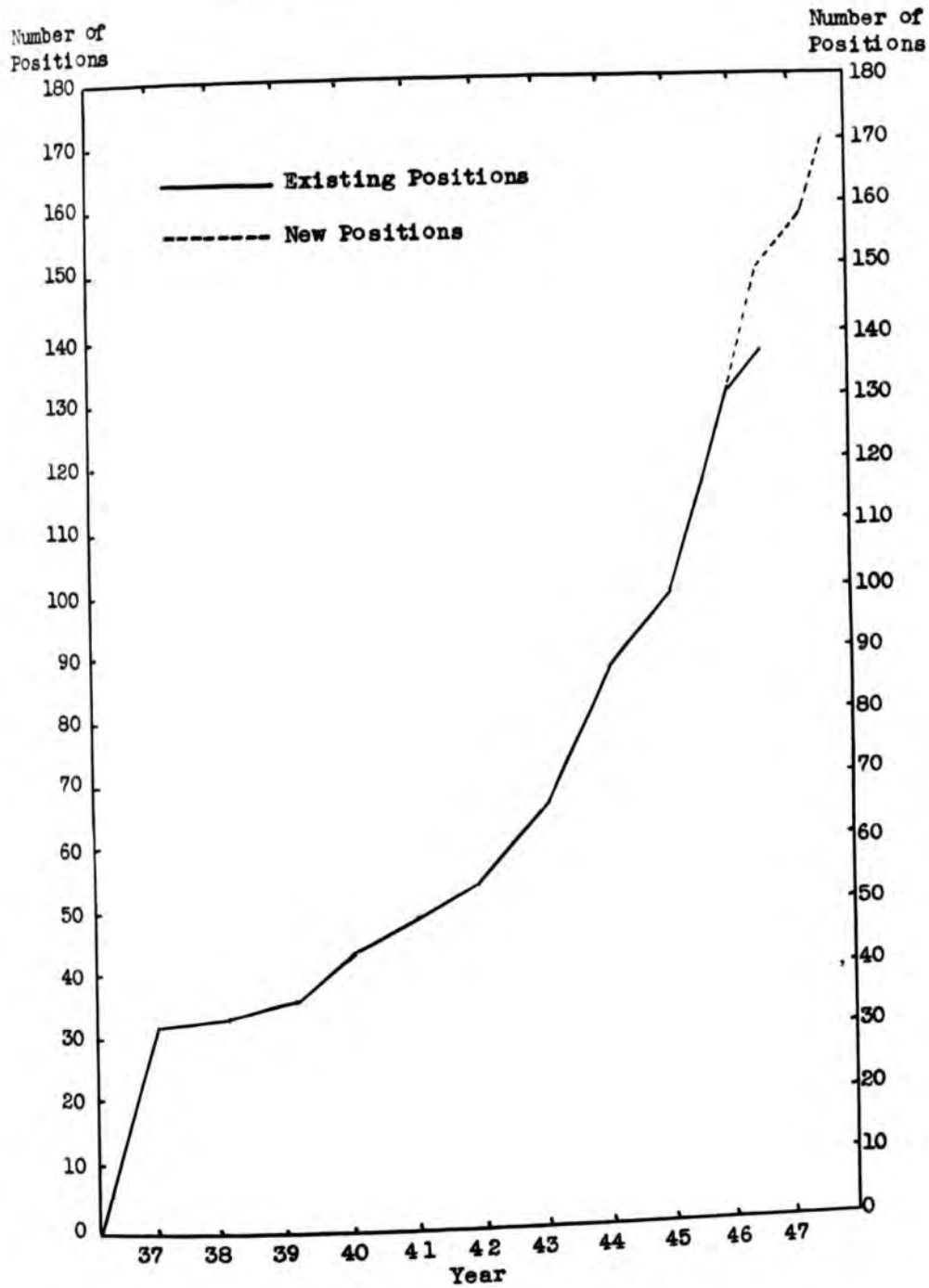
Year*	Number of Churches	Number of Positions
1937	29	31
1938	29	32
1939	30	34
1940	34	43
1941	37	48
1942	43	53
1943	52	65
1944	66	86
1945	72	97
1946	95	130
1947	97	136

*December 31 of each year except 1947; June, 1947.

year period of 1937-1946, and the number of new positions for which secretarial workers were to be needed on or

FIGURE 3

NUMBER OF SECRETARIAL POSITIONS IN THE CHURCHES OF THE
 GEORGIA BAPTIST CONVENTION REPORTED FOR
 DECEMBER, 1937, THROUGH JUNE, 1947



before June 30, 1947, December 31, 1947, and June 30, 1948. No account was taken of the number of individuals sought for replacements, since the positions which they will occupy were included in the count. Prospective employees for whom no approximate employment date was set are included in the figures for June 30, 1948, because it is not likely that plans of the churches at the time the response was made extended beyond that date. If the inclusion of these figures in the June 30, 1948, classification resulted in a slight overestimate of the demand for employees during that period, it was no doubt offset by the employment during the year of secretarial workers by churches that were not contemplating such action at the time the questionnaires were completed.

A sharp increase in employed secretarial personnel is shown for the years 1943-1946. The cause for the increase is not evident from the data gathered in the questionnaire. Two possible explanations are (1) the expansion of the services of the churches caused either by normal growth or by war-time activities as revealed in Maphet's¹ study, and (2) the improved financial condition of the churches brought about by changing economic conditions.

¹Maphet, op. cit., pp. 12-13.

CHAPTER IV

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

SUMMARY

The purpose of this investigation was to survey the employment opportunities for individuals using one or more secretarial skills in the churches of the Georgia Baptist Convention and to determine the educational qualifications and secretarial skills needed by individuals filling these positions.

Information was gathered by means of questionnaires directed to the pastors of 464 Baptist churches of the state which had memberships of 300 or more. Two hundred seventy-one, or 58 per cent, of those receiving questionnaires responded. These responses included replies from the pastors of nearly three fourths of the full-time churches of the state.

Data used in the major portion of this report were obtained from the pastors of 111 different full-time churches, 97 churches employing 136 secretarial workers and 43 churches (including 29 already employing a secretary) seeking 47 secretarial workers. One hundred and sixty churches not employing or expecting to employ secretaries did not respond

to the questions regarding secretarial requirements. The 111 churches which either employed or sought secretarial workers represented nearly one half of all full-time churches in the state with memberships of 300 and above. No part-time churches employed or sought secretarial workers.

The need of the larger church for secretarial assistance is evidenced by the fact that only 3 churches out of 46 with memberships of 1,200 and above reported no secretarial employees. Two of these 3 signified that they were seeking such workers.

There was evidence of a slight shifting of employment opportunity from the larger church to the medium-sized church. Nearly one half of the current secretarial workers were employed in churches with memberships of 1,300 and above, but approximately one half of the new workers were to be employed in churches with less than 900 members. The church secretarial field was largely limited to churches with memberships of more than 500.

Although both a larger number and a larger percentage of churches in Metropolitan Districts employed secretarial workers than did churches in the less populous areas, new workers were being sought by a larger proportion of churches in smaller cities (5,000 to 49,999 population). Secretarial

workers were employed or sought by a negligible number of churches in localities with populations less than 2,500.

Churches with memberships composed of "combinations of occupational groups" had the highest frequency in the overall returns, in the number of churches employing secretarial workers, and also in the number of churches seeking secretarial workers. Of the four specific categories, churches with memberships in which Business or Professional people predominated had the highest frequency in employing and seeking secretarial workers. No secretarial workers were employed or sought by churches in which the membership was predominantly Farmers.

The 136 secretarial positions now existent in the Baptist churches were listed under 21 different titles. Nearly one half of the titles held by the employees, involving more than four fifths of the individuals, carried the word "secretary." The most frequently used title to describe the church secretarial worker was found to be "Church Secretary."

The reported demand was for 47 new secretarial employees to fill 8 different position titles. The title used most frequently by respondents to describe the new worker was that of "Educational Director." Thirty-seven of the prospective employees were sought for new positions

and 10 for replacements. Replacements were sought under three titles only, Educational Director, Church Secretary, and Promotional Secretary.

Ninety-eight, or 72 per cent, of the secretarial workers performed no functions in addition to those implied by their titles, but the 38 employees to whose titles other functions were added performed one or more of 20 different additional functions.

Twenty-eight, or 60 per cent, of those to be employed will have no additional functions to perform, but 11 added functions were named in connection with 19 prospective employees.

One hundred twenty-four of the 136 secretarial employees were women. The 12 male employees occupied positions under 6 different titles which indicated no noticeable concentration. A preference was expressed for female workers by the pastors seeking secretarial employees, although almost as many of the respondents said they would accept an applicant of either sex if other requirements were met.

While the largest proportion of the current secretarial workers had terminated their education with high school graduation, more than one third of the 136 employees held baccalaureate or graduate degrees. In contrast, senior college graduation was listed as a requirement for nearly

one half of the 47 prospective employees, and senior college level and above for nearly three fourths of them. High school graduation was indicated as adequate for only 2 of the 47.

Ninety-six per cent of the high school graduates were employed in positions identified by the word "secretary"; 76 per cent of these workers were listed as Church Secretaries. Ninety-four per cent of all employees below senior college level were designated by titles including the word "secretary." Thirty-five per cent of those of senior college and graduate levels were listed as Educational or Music Directors.

All prospective employees sought under the titles of Educational Director and Pastor's Secretary will be required to have a baccalaureate or higher degree and only 2 positions, one for Church Secretary and one for Promotional Secretary, will be open to high school graduates.

The relative order of importance of the secretarial skills as determined by the percentage of the total number of current employees using and prospective employees needing each skill is as follows:

	Current Employees	Prospective Employees
Typewriting	94 %	98 %
Mimeographing	82	85
Filing	80	68
Bookkeeping	65	55
Shorthand	55	55
Machine Transcription	12	19
Addressographing	3	0

one half of the 47 prospective employees, and senior college level and above for nearly three fourths of them. High school graduation was indicated as adequate for only 2 of the 47.

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	Current Employees	Prospective Employees
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Filing	80	68
Bookkeeping	65	55
Shorthand	55	55
Machine Transcription	12	19
Addressographing	3	0

Twenty-two per cent of the current employees whose educational level was given were using skills without stated training. Individuals with graduate degrees represented the largest proportion of untrained users and high school graduates the largest proportion of trained users. Shorthand was the skill in which the largest proportion of the users was trained and machine transcription the skill in which the largest proportion of users was untrained with the exception of addressographing, in which there were no trained users. The training requirement for prospective employees increased for the skills of mimeographing, filing, bookkeeping, and machine transcription and decreased for typewriting and shorthand when compared with the skill training of current employees. Training in the skills which the prospective employees will use will be required of more than two thirds of the individuals who will use any of the six skills.

Training in the nonsecretarial areas of religious education, music, recreational leadership, and counseling and guidance was indicated for current employees as well as for prospective employees. The relative order of importance of training in these four areas and a comparison of the training of current employees with the training required of prospective workers is shown on the following page.

	Current Employees	Prospective Employees
Religious Education	20 %	66 %
Music	18	45
Recreational Leadership	13	57
Counseling and Guidance	8	36

Salaries of full-time employees ranged from \$60 a month to \$300 a month with a median salary of \$142.05. The median of the stated salaries of the 91 full-time employees designated by position titles including the word "secretary" was \$139.73, while that of the 17 workers not classified as "secretaries" was \$157.50. Workers employed under the title of Educational Director were paid the highest salaries, Pastor's Secretary second highest, and Church Secretary third.

The use of the various secretarial skills apparently had little influence on the salaries of the workers. There seemed to be a slightly larger proportion of the employees earning between \$112.50 and \$187.49 using the secretarial skills than did those in the lower or higher salary brackets. Median salaries for the several educational levels ranged from \$155.00 for senior college graduates to \$133.33 for junior college graduates.

There was little difference between the salary range of current employees (\$60 to \$300) and that of prospective employees (\$75 to \$300) but the median obtained for salaries

of prospective employees was \$156.62 as compared with an obtained median of \$142.05 for current employees. One third of the new workers will receive salaries of \$162.50 and above. The median salary of prospective employees listed under titles including the term "secretary" was \$150.96 as compared with a median of \$184.38 for Music or Educational Directors.

A review of the comparative data pertaining to salaries indicated that employment openings for secretarial workers are characterized by both higher salaries and higher levels of education, more emphasis on specialized nonsecretarial training, and a trend toward position titles indicative of more educational functions.

Approximately one third of the full-time employees had served in their present positions for less than 1 year, more than one half had served for less than 2 years, and only one eighth had served 10 years or more. Employees of the high school level had more experience in their present positions than had those of any other educational category. Since data do not reveal whether this was the total experience of the workers, and since many of the positions had been created during the year, conclusions may not be drawn from length of service regarding job satisfaction or stability.

Experience was not required of applicants for secretarial positions in the Baptist churches of the state and few pastors expressed a preference for experienced workers.

Nearly one fifth of the 136 secretarial workers in Georgia Baptist churches were reported as part-time employees. Since the questionnaire did not distinguish between part-time and full-time workers, it is possible that an even larger proportion of the reported secretarial personnel were employed on a part-time basis. The 25 known part-time workers were listed under 10 different position titles; more than one half of them were Church Secretaries. No definite information was obtained regarding the number of hours per month which these employees worked, but salaries ranged from \$100 a year to \$100 a month.

Secretarial positions in the Baptist churches of the state have increased more than fourfold during the 1937-1946 decade. The church secretarial field has grown from 31 positions in December, 1937, to 130 positions in December, 1946. Two hundred and fifty different individuals have served in the 130 positions at some time during the ten-year period and the average term of service of the current full-time employees is 4 years 1 month.

CONCLUSIONS

1. Employment opportunities for secretarial workers in the Baptist churches of Georgia have shown a marked growth during the 1937-1946 decade.
2. The field of the church secretarial worker is limited to full-time churches and largely to those with memberships of more than 500, located in populated centers of 2,500 and above.
3. The majority of secretarial workers will find employment in churches composed of a combination of various occupational groups.
4. The majority of secretarial workers use five secretarial skills: typewriting, shorthand, filing, bookkeeping, and mimeographing.
5. There is a trend toward employment of secretarial workers of higher educational levels and with more nonsecretarial training than current employees possess.
6. There is an increased emphasis on "educational" and "promotional" work as indicated by the proposed titles and required training of prospective secretarial workers.
7. A preference is indicated for female employees in the church secretarial field.

8. Previous experience is not considered necessary for secretarial employees in Georgia Baptist churches.
9. The majority of those employed and those to be employed as secretarial workers in the churches will perform no functions in addition to those implied by their titles.
10. The number of titles under which the secretarial workers in the Baptist churches of Georgia are listed seems out of proportion to the total number of positions.
11. The salaries of church secretarial workers seem to be somewhat lower than the salaries of workers on other jobs of corresponding levels and corresponding educational requirements.
12. Even though no respondent was found to seek a part-time worker, the number of those serving and continuing to serve in this capacity indicates that there is an opportunity in the church secretarial field for part-time employment.

RECOMMENDATIONS

In the light of the results of this study, the following recommendations are made:

1. A roster of those employed in secretarial and educational positions in the churches should be included in each issue of the Georgia Baptist Convention minutes and, if possible, in the minutes of the Southern Baptist Convention.
2. Job analyses should be made as a basis of more nearly uniform job classifications. This would contribute toward the achievement of professional status for the secretarial worker.
3. The number of titles under which the secretarial workers in the Baptist churches are listed should be decreased and the selected titles defined.
4. A study should be made of the qualifications necessary for workers under each of the selected titles and of the principal duties which they will be expected to perform.
5. Colleges should take note of the fact that previous experience is not considered necessary for church secretarial employees and should therefore seek to place their graduates in these positions.

6. A study of the qualifications and duties of church secretarial workers should lead to the establishment of a well-defined curriculum for the preparation of these workers.
7. The trend toward employing individuals for church secretarial positions who have college degrees and who not only have had secretarial training but who have had training in certain specialized nonsecretarial areas should encourage Baptist colleges to place increased emphasis on curricula which will give the preparation needed by applicants for church secretarial positions.
8. Since the majority of those serving in secretarial positions in the churches are women, and since the data show that pastors prefer women for the positions that are open, Baptist women's colleges, training schools, and other institutions in which women are enrolled should lead in the movement to enlist and prepare additional church secretarial workers.
9. An investigation should be made of the supply of church secretarial workers. Baptist colleges and seminaries indicate that the supply of these workers does not equal the demand, but the number of young people who are being prepared each year to enter these positions is not known. Nor is it known how many of those who have prepared to do church secretarial work actually enter this field.

10. Young men and young women in the colleges should be informed of the rapid expansion of the church secretarial field and of the consequent growth of opportunity for employment in this field.
11. The opportunity for part-time employment in church secretarial work should be called to the attention of competent married women who wish to work only part of the day. The possibility of combining church office work with other types of work such as social work, library work, or recreational work should also be considered by churches which are not able to employ full-time workers.
12. A co-operative stenographic and duplicating service should be set up in one of the centrally located churches in each area or in the office of the City Missionary or Field Worker in order to meet the needs of the small churches which are financially unable to employ secretarial workers. This service could be rendered by secretaries-in-training in the Baptist colleges wherever possible.
13. Colleges should consider the possibility of setting up "short courses," "clinics," or extension classes for church secretarial workers similar to those now offered for pastors, music directors, and educational directors.

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Information from Pastors, church secretaries, and Baptist leaders.

A P P E N D I X

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REHOBOTH ASSOCIATION SURVEY

QUESTIONNAIRE

Form A: For church with one or more full-time or part-time church secretaries or other office workers whose duties require the use of the secretarial skills.

1. How many secretaries does your church employ? Full time _____ / Men _____ / Women _____
Part time _____ / Men _____ / Women _____

2. For the above employees who perform other than secretarial duties, check positions with which their work is combined:
a. Educational director (Promotional secretary) Sec'y #1 _____ Sec'y #2 _____ Sec'y #3 _____
b. Pastor's assistant _____
c. Financial secretary _____
d. Church visitor _____
e. Church librarian _____
f. Recreation leader _____
g. Church pianist, organist, or choir leader _____
h. Work not connected with the church _____
(Give nature of this work _____)
i. Other _____

3. How many years has the present secretary or secretaries been with your church? . . . #1 _____ #2 _____ #3 _____

4. Give monthly salaries which these secretaries are paid. #1 _____ #2 _____ #3 _____

5. How many secretaries did your church employ in 1935? _____; in 1940? _____

6. How many secretaries have left the employ of your church during the past 10 years? . . . _____

7. Give reason for each one's leaving. If more than one left for the same reason, place the number of individuals being reported in the blank:
a. To accept similar work elsewhere in Georgia _____
b. To accept similar work outside of the State _____
c. To accept another type of church work _____
(Give nature of this work _____)
d. To accept secretarial work not connected with the church _____
e. To secure additional training _____
f. To be married _____
g. _____ _____
h. _____ _____

8. Has your present secretary (or secretaries) had special training for this position?
If your answer is "yes" indicate by an S if this training was secretarial or by an R if it was religious.
Sec'y #1 _____ Sec'y #2 _____ Sec'y #3 _____
Yes _____ Yes _____ Yes _____
No _____ No _____ No _____

9. If not, check the type of training, if any, which would make the secretary more efficient or make the work easier:
a. General college training Sec'y #1 _____ Sec'y #2 _____ Sec'y #3 _____
b. Stenographic training _____
c. Religious education _____
d. Other: (Music, recreation, speech, etc.) _____
_____ _____
_____ _____
e. No additional training needed _____

10. Are you planning to employ another secretarial office worker in your church? Yes _____ No _____

11. If your answer is "yes" name additional duties, if any, that you would want this worker to perform. (Use check list in item 2.) _____

12. Assuming that present conditions continue, at what monthly salary would the new employee start, provided he or she is a college graduate who has specialized in this field? \$ _____

13. For the new position, do you prefer a man _____; a woman _____; or have no preference _____?

Name of church _____ Name of pastor _____
Number of members _____ Address of pastor _____

REHOBOTH ASSOCIATION SURVEY

QUESTIONNAIRE

Form B: For church having no church secretary or other paid office worker whose duties require the use of the secretarial skills.

* 1. DO YOU, AS A PASTOR, FEEL A NEED FOR A CHURCH SECRETARY IN YOUR CHURCH? Yes ___
No ___

2. If so, check below the reason for not employing one:

- a. Church unaware of need of one ___
- b. Insufficient funds ___
- c. Unable to locate an available person ___
- d. Work of secretary performed by:
 - Member of pastor's family ___
 - The pastor himself ___
 - Volunteer from church membership ___
 - Other: _____ ___
- e. Reason not listed above: _____ ___

* 3. HAS YOUR CHURCH EMPLOYED A SECRETARY DURING THE PAST 10 YEARS? Yes ___
No ___

4. If so, how many different ones? ___

5. Give approximate length of time each remained with your church:
Sec'y #1____; Sec'y #2____; Sec'y #3____; Sec'y #4____

6. Give reason for each one's leaving. If more than one left for the same reason, place the number of individuals being reported in the blank:

- a. To accept similar work elsewhere in Georgia ___
- b. To accept similar work outside of the State ___
- c. To accept another type of church work ___
(Give nature of this work _____)
- d. To accept secretarial work not connected with the church ___
- e. To secure additional training ___
- f. To be married ___
- g. _____ ___
- h. _____ ___

* 7. ARE YOU PLANNING TO EMPLOY A CHURCH SECRETARY IN THE NEAR FUTURE? Yes ___
No ___

8. If so, would he or she have other than secretarial duties? Yes ___
No ___

9. If your answer to question 8 is "yes," check below the position with which the work will be combined:

- a. Educational director (Promotional secretary) ___
- b. Pastor's assistant ___
- c. Financial secretary ___
- d. Church visitor ___
- e. Church librarian ___
- f. Recreational leader ___
- g. Church pianist, organist, or choir leader ___
- h. Work not connected with the church ___
(Give nature of this work _____)
- i. Other: _____ ___

10. If you answered "yes" to question 7, about what monthly salary would you expect to pay a beginning church secretary who is a college graduate and who has specialized in this field? \$ _____

11. Do you prefer a man? ____; a woman? ____; or have no preference? ____

Name of church _____ Name of pastor _____
Number of members _____ Address of pastor _____

* Please be sure that you have answered questions 1, 3, and 7.

II
MERCER UNIVERSITY
MACON, GEORGIA

96

ROBERTS SCHOOL OF CHRISTIANITY

April 19, 1947

To the Pastors in the Georgia Baptist Convention:

The faculties of the Roberts School of Christianity and the Department of Secretarial Studies of Mercer University are interested in providing jointly the type of educational program appropriate for young people looking toward employment in the churches of the Georgia Baptist Convention. To this end, I am making a survey of the Baptist churches of the State to secure factual information needed in curriculum planning and student advisement.

WILL YOU PLEASE SUPPLY THE INFORMATION REQUESTED ON THE ENCLOSED CHECK LIST AND QUESTIONNAIRE AND RETURN THE COMPLETED FORM IN THE STAMPED ENVELOPE PROVIDED FOR YOUR CONVENIENCE? If your church has never employed a secretarial worker and if it does not plan to employ one within the next year, you will fill in the front page only. All replies will be treated confidentially, and neither the identity of the church nor of the pastor will appear in the report of the survey since individual returns will be merged in group studies. This inquiry is being mailed to the pastors of all churches in the State with memberships of 300 or more. If you are pastor of more than one of these churches, you will receive an inquiry regarding each church.

This investigation is one of several projects being undertaken by members of the Mercer faculty under the auspices of the Carnegie Foundation for the Improvement of Teaching. A report of this study will be submitted in fulfilment of the thesis requirement for a Master's degree in Business Education at the University of North Carolina. Both the project and the questionnaire have the approval of my research committee.

May I take this opportunity to thank you for your cooperation in making this study a success. Please feel free to make any additional suggestions that will help us in preparing students for church positions involving secretarial skills, and do not hesitate to call on us at any time that we can be of assistance to you in securing young people for educational and secretarial work in your church.

Cordially yours,

Mrs. Zeb Vance
Department of Secretarial Studies

Survey Questionnaire and Check List

To Obtain Information Concerning Church Workers
Using Secretarial Skills in Their Positions in
the Baptist Churches of Georgia

SECTION I. PRELIMINARY DATA

Association _____ Pastor _____

Church _____ Address of Pastor _____

DESCRIPTION OF CHURCH COMMUNITY

Check: City _____ Town _____ Open Country _____

DESCRIPTION OF CHURCH MEMBERSHIP

Check the category which most appropriately describes the occupational life of your membership.

Business or professional people _____

Industrial workers _____

Miscellaneous wage earners _____

Farmers _____

Cross-section of occupational groups _____

Return completed form to

MRS. ZEB VANCE

Mercer University

Macon, Georgia

SECTION II. INFORMATION RELATIVE TO PERSONNEL NOW EMPLOYED IN POSITIONS IN WHICH SECRETARIAL SKILLS ARE USED. (Place a check mark (✓) or supply words or numbers in the proper blanks. Identify personnel as Employees A, B, C, D, etc.)

GENERAL INFORMATION

Employee	Sex (Check)		Title of Position	Added Functions*	Secretarial Skills Used (Check)							Monthly Salary	Length of Service	
	M	F			Typewriting	Shorthand	Bookkeeping	Filing	Mimeographing	Machine Transcription	Other			

*List the various functions performed by the employee in addition to the type of service indicated in "Title of Position."

EDUCATIONAL QUALIFICATIONS

Employee	Level of Education (Check)					Specialized Training (Check)												
						Secretarial					Nonsecretarial							
	Graduate Degree	Graduate Study	Senior College Diploma	Junior College Certificate	High School Diploma	Typewriting	Shorthand	Bookkeeping	Filing	Mimeographing	Machine Transcription	Other	Religious Education	Counseling and Guidance	Recreational Leadership	Music	Other	

Comments:

SECTION III. INFORMATION RELATIVE TO PERSONNEL TO BE EMPLOYED IN POSITIONS IN WHICH SECRETARIAL SKILLS

SECTION III. INFORMATION RELATIVE TO PERSONNEL TO BE EMPLOYED IN POSITIONS IN WHICH SECRETARIAL SKILLS ARE NEEDED. (Place a check mark (✓) or supply words or numbers in the proper blanks. Identify personnel as Employees a, b, c, etc.)

GENERAL INFORMATION

Employee	Sex (Check)			Title of Position	Added Functions*	Secretarial Skills Needed (Check)						Monthly Salary	Probable Date of Employment	Experience (If Experience Required, Explain Briefly)	
	M	F	Either			Typewriting	Shorthand	Bookkeeping	Filing	Mimeographing	Machine Transcription				Other
												\$			
												\$			
												\$			
												\$			
												\$			

*List the various functions to be performed by the employee in addition to the type of service indicated in "Title of Position."

EDUCATIONAL QUALIFICATIONS REQUIRED

Employee	Level of Education (Check)						Specialized Training (Check)											
							Secretarial						Nonsecretarial					
	Graduate Degree	Graduate Study	Senior College Diploma	Junior College Certificate	High School Diploma	Typewriting	Shorthand	Bookkeeping	Filing	Mimeographing	Machine Transcription	Other	Religious Education	Counseling and Guidance	Recreational Leadership	Music	Other	

Comments:

**SECTION IV. INFORMATION RELATIVE TO PERSONNEL PREVIOUSLY EMPLOYED
IN POSITIONS WHERE SECRETARIAL SKILLS ARE USED.**

(Place a check mark (✓) or supply words or numbers in the proper blanks.)

1. Give the number of positions in your church which were held by individuals using secretarial skills in their work at the close of the following years:

1946 _____ 1945 _____ 1944 _____ 1943 _____ 1942 _____ 1941 _____ 1940 _____
1939 _____ 1938 _____ 1937 _____

2. How many different individuals have been in your employ in these positions during the 1937-1946 decade? _____

3. How many of the individuals represented in your response to question 2 are described by each of the following?

- a. Have remained in the same position _____
- b. Have been promoted to position of _____ _____
- c. Have been transferred to nonsecretarial positions within your church _____
- d. Have left to accept church secretarial work elsewhere in Georgia _____
- e. Have left to accept church secretarial work in another State _____
- f. Have left to accept nonsecretarial church work _____
(Give nature of this work _____)
- g. Have left to accept nonchurch secretarial work _____
- h. Have left to accept nonsecretarial, nonchurch work _____
- i. Have left to pursue further study _____
- j. Have left to be married _____
- k. _____ _____
- l. _____ _____

4. Check the statement that explains your present demand for the services of a new employee.

- a. Position is newly created _____
- b. Predecessor was promoted to position of _____ _____
- c. Predecessor accepted another type of church work _____
(Give nature of this work _____)
- d. Predecessor accepted church secretarial work elsewhere in Georgia _____
- e. Predecessor accepted church secretarial work in another State _____
- f. Predecessor accepted nonchurch secretarial work _____
- g. Predecessor accepted nonsecretarial, nonchurch work _____
- h. Predecessor left to pursue further study _____
- i. Predecessor left to be married _____
- j. _____ _____
- k. _____ _____

IV

Mercer University
Macon, Georgia
May 10, 1947

Dear Pastor:

If you have not yet replied to the questionnaire which was mailed to you a few days ago, please do so as soon as possible so that your church may be included in the study which I am making of the status of the secretarial worker in the Baptist churches of Georgia.

If my letter did not reach you, or if you have mislaid the questionnaire, I shall be glad to send you a new one.

Cordially yours,

Mrs. Zeb B. Vance

MERCER UNIVERSITY
MACON, GEORGIA

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ROBERTS SCHOOL OF CHRISTIANITY

May 26, 1947

Rev. O. F. Hutchinson
Northside Baptist Church
Manchester, Georgia

Dear Mr. Hutchinson:

On April 19 a copy of the enclosed questionnaire was mailed to you with the request that you assist us in the tabulation which we are making of certain aspects of the work of the secretarial employee in the Baptist churches of Georgia.

In view of the fact that I have not received your reply, I feel that my letter must have been lost in the mail or that the questionnaire was mislaid on your desk. I am, therefore, sending you another copy.

You will be making a valuable contribution to our effort to get a correct appraisal of the type and scope of secretarial skills being used in or desired by the Baptist churches of the State if you will complete and return the questionnaire at your earliest convenience.

Cordially yours,

Mrs. Zeb Vance

Enclosures: Questionnaire
Stamped envelope

REPORT OF THE INTER-SEMINARY CONFERENCE TO THE NINETIETH SESSION
OF THE SOUTHERN BAPTIST CONVENTION, ST. LOUIS, MISSOURI,
MAY 7-11, 1947¹

WHEREAS, hundreds of young men have felt called to give their lives to full-time religious service in the fields of Religious Education and Sacred Music, and

WHEREAS, they do not have official standing in the eyes of the denomination, the civil authorities, and other agencies, thereby suffering handicaps in status and in privileges accorded to other full-time religious workers,

THEREFORE, the Inter-Seminary Conference of the Southern, Southwestern, and New Orleans Baptist Theological Seminaries in session at Seminary Hill, Fort Worth, Texas, January 7, 1947, does hereby petition the Southern Baptist Convention to adopt the following statement:

"This Convention hereby recognizes Religious Education and Sacred Music as religious vocations, suggests that the churches officially certify those men who give evidence of a divine call and purpose to give full time to these vocations, recommends that they be given such consideration as this status merits, and requests that the names of those so certified be printed in its annual directory."²

¹ This excerpt is included to give collateral support to Recommendation 1 of this report.

² Annual of the Southern Baptist Convention, 1947.
(Nashville, Tennessee: Executive Committee, Southern Baptist Convention, 1947), p. 40.