SECRETARY

Job Description

Accountable to: (1) Pastor; (2) Staff Parish Committee

Evaluated by: (See Staff Parish Policy Manual)

Functions of Position: Perform administrative, secretarial, and clerical duties

that require a high level of judgment and initiative to relieve the pastor of

routine administrative matters. Serve as the public interface between the

church, its membership, and external contacts addressing recurring congregational concerns and emergencies. Perform all assigned duties with a high

degree of confidentiality and professionalism. Perform administrative duties

with the use of exemplary computer skills.

Duties

* Perform administrative duties including answering the phone and taking

 messages, typing, filing, distributing documents, and copying.

* Assist secretarial counterpart in scheduling the use, upkeep, and maintenance of the church property along with coordination of the appropriate staff and volunteers.
* Maintain and update church website with direction of pastors, staff, and

church committees.

* Advise the pastor(s) of his/her daily schedule.
* Maintain worship and Sunday School attendance.
* Prepare bulk mailings.
* Prepare charge conference booklet annually.
* Update and maintain church registry and directory.
* Communicate with church committees to ensure that their team members

are notified of meetings and other church commitments in a timely fashion.

* Prepare regular correspondence for shut-ins and nursing home residents.
* Type and transmit correspondence for the pastor(s) as necessary.
* Notify the pastor of family emergencies.
* Responsible for positive interpersonal relations with congregation, public,

staff, and pastor.

* Call on members who are confined to hospitals.
* Serve as the liaison between the church and contracted providers.
* Direct mail to the appropriate staff mailboxes.
* Collect, prepare, and arrange information into newsletters and bulletins as assigned by the pastor(s).
* Arrange for office assistance as needed.
* Attend and participate in staff meetings for church employees.
* Prepare class rosters, attendance sheets for Sunday School classes.
* Manage travel arrangements for the pastor(s), including all transportation

and lodging.

* Perform all other duties as assigned.

Requirements

High school diploma or equivalent. Type at a minimum 60 words per minute.

Demonstrate extensive computer skills in Microsoft Word, Excel, Power Point,

Outlook. Part time (16-20 hours per week typical). See official Staff Policy Manual for

sick days, benefits, and other policies.