

CONGREGATIONAL STAFF JOB DESCRIPTION

POSITION: CHURCH SECRETARY

ACCOUNTABLE TO: Pastor

PURPOSE: To serve the Church by providing secretarial support to the Pastor.

MINIMUM QUALIFICATIONS:

- AAS Degree in Administrative Support Technology or Equivalent Knowledge
- 2 Years Experience as Administrative Assistant or Equivalent Experience
- 1 Year Microsoft® Office (Including Word, Power Point, and Excel)
- Ability to learn new software, such as Lutheran Service Builder, Shepherd Staff database, and obtain information online, such as CCLI and Creative Worship

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Prepare weekly bulletins for worship using Lutheran Service Builder and coordinating with Pastor. Transfer bulletin text to presentation software, add hymns, songs, and verses, and reformat for screen viewing. Include copyright data for all hymns and songs. Prepare full service document for on-line posting and Pastor's use.
2. Maintain desktop and web-based month-by-month Church calendars; compile information, type, print, and prepare for uploading to the Church's web site.
3. Type weekly event sheets with prayer requests, birthdays and anniversary announcement and other pertinent information for the week; compile information, type, print, and prepare for uploading to the Church's web site.
4. Receive incoming phone calls and visitations in a Christian manner, answer questions, and provide information whenever possible. Direct other questions to the appropriate person (Pastor, Elders, Trustees, etc.)
5. Often people call in need of community resources. After training, the Secretary will direct such individuals to organizations that may provide help. Organization names, phone numbers, and addresses will be provided.
6. Sort and file incoming mail and take messages for Pastor, volunteers, and staff.

Prince of Peace Lutheran Church

7. Schedule appointments, type, mail, file, and handle correspondence concerning the Congregation, and provide general clerical and support tasks as assigned.
8. Maintain schedule for special services such as baptisms, weddings, and funerals.
9. Annually submit church statistics to the Southeastern District of the Lutheran Church Missouri Synod. This task requires compiling information from the Preschool Director, Christian Education Committee Chairperson (Nursery, Sunday School, VBS), Treasurer, and Shepherd Staff database.
10. Ensure that office files are up-to-date and well-organized, and that office equipment is clean and well-maintained.
11. Coordinate office supply and other orders with Church Treasurer. (Items may include special bulletins, Advent and Lent devotional booklets, and Portals of Prayer).
12. Type the appropriate forms for marriages performed, baptism, confirmation and first communion certificates.
13. Proofread written materials generated by the Pastor, as requested, such as bulletins, worship presentations, articles, and manuscripts.
14. Maintain computerized Church record (Shepherd Staff) updates, which includes posting of weekly attendance, members that transfer in or out of the congregation, new members, baptisms, confirmations, funerals, change of address, weddings, and dedications of memorials.
15. Notify Outreach Committee and Pastor of contact info for prospective members that signed the Welcome Sheet.
16. Make DVD copies of our recorded online worship services for Elders and Pastor to take to shut-in Church members.
17. Purchase or make flower charts (for Sunday Worship Altar Flowers) and post in the Fellowship Hallway. Type flower dedications/honors/memorials on applicable weekly events/announcement sheet.
18. Make order forms for Poinsettia (Christmas) and Easter Lilies and place them, along with labeled envelopes, on the Credenza in the Narthex in a timely manner. Offering Counters will place the completed order forms on the Church Secretary's desk. Keep a record of who paid, dedications and memorials, and number of flowers, and hand order sheets to Church Volunteer who will order the Poinsettias and Easter Lilies.
19. Keep the Church directory updated in electronic format.
20. Administratively assist with advertising, sign-up, and other tasks to support Church event organizers.

21. Cooperate with the President of the Church Council, Church Elders, Church Trustees, and other Church officers by performing any other duties when asked to do so.

PHYSICAL AND MENTAL REQUIREMENTS:

- **Ability to operate a computer, copier, and telephone (and other office equipment)**
- **Ability to pay attention to detail**
- **Maintain a high level of confidentiality**

ENVIRONMENTAL CONDITIONS: N/A