

# St. Paul's Lutheran Church

## Secretary Job Description

### Qualifications:

The secretary must have the ability to work independently with little or no supervision. The secretary should possess a good moral and Christian character and exhibit a professional interpersonal demeanor at all times. The secretary must also be able to maintain confidentiality for private matters that require such discretion. Office work experience and computer proficiency especially knowledge of Word, Excel, PowerPoint and use of a membership database program is required. Extensive knowledge of Lutheran faith and church year is beneficial.

### Responsibilities:

- Perform worship related duties
  1. Prepare all worship bulletins, includes printed copies, mailed copies, emailed copies and posting on website
    - a. Provide copy of music for all hymns in bulletins for mail, email, and posting on website.
    - b. Include all wording for readings.
    - c. Insert baptism rite or rite of Confirmation when necessary.
  2. Provide funeral bulletins when funeral service is in the church
  3. Get ready wedding bulletins when necessary
  4. Check for visitors on Friendship Register
  5. Record weekly attendance and communions
  6. Post a printed copy of flower and bulletin charts on bulletin board
  7. Correlate and order Easter and Christmas flowers
  8. Compose and send a copy of bulletin including all words to all music to be used by the screen committee to prepare slides
- Enter all data on computer and keep congregational database current
- Serve as financial secretary
  1. Record all offerings in computer under member listings
  2. Order and label yearly contribution envelopes
  3. Print all financial statements to members in January
- Assemble for mailing, emailing, and posting on website monthly newsletter, lectionary calendar and church calendar

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- Formulate annual report to congregation in January
- Answer telephone
- Serve as receptionist for persons who have appointments with Pastor
- Administer child safety policy
  1. Check updated requirements for Child Safety Policy
  2. Notify people who need to update their clearances
- As requested, typing correspondence, order supplies, and duplicating materials for:
  1. Vacation Church School
  2. Congregational committees
  3. Pastor
  4. Church Council
    - a. Proofread and email to Council members minutes from congregational and council meetings along with the agenda for the council meeting
    - b. Maintain list of Council members terms
    - c. Assign council members council greeter/communion assistant and counting team duties after election in November and release schedule by December Council meeting.
- Arrange to have the church open during normal office hours for service appointments, etc.
- Post memorial contributions and acknowledging those contributions to the family and contributor
- Distribute mail
- Report music from service to Sunday and Seasons, One License and/or CCLI (when CCLI requests it)
- Email yearly report to National ELCA by February deadline
- Send new officer report to Synod Office following election of officers
- Request two months in advance supply pastors when needed and follow up on request
- Maintain list of committees and members, including Student Loan Committee.
- Purchase supplies such as paper, ink, stamps etc. in a timely manner and inform treasurer of money spent if over the secretary's authorized \$50.00 limit
- Call florist to leave them know the sanctuary is being used on Saturday if necessary so they don't deliver weekly flowers during service.
- Other duties as assigned or requested

### **Direct Supervisor:**

The Church Secretary reports directly to the current called or interim Pastor.