

CHURCH SECRETARY

Position Title: Church Secretary

Reports to: Pastor of First Congregational Church

Hours: (20-25 hours per week)

OVERVIEW

The purpose of the position is to perform all activities necessary for a church office. The secretary will always represent First Congregational Church in a welcoming and professional manner when dealing in all business matters of the church, its members, guests, vendors, etc. The secretary will provide secretarial and bookkeeping support to the Pastor and other ministries of the church. The bookkeeping aspect will include handling Accounts Payables, Payroll, Payroll Taxes submissions.

JOB DUTIES

- *Provide secretarial services to the pastor and aid in ~~the~~ daily administrative duties
- *Answer the telephone, emails and all correspondence daily
- *Prepare weekly worship bulletins and bulletins for special services, bible study aids, flyers for events, as well as be liaison for event print media (ads)
- *Produce monthly newsletter, publish in print and online, and prepare & deliver mailed copies to post office
- *Anticipate recurring needs prior to Lent, Easter, Advent and Christmas, confirm with pastor, and initiate orders with suppliers for palms, candles, etc. needed for liturgical seasons. Edit and publish devotional booklets related to same, as required.
- *Maintain/update church membership records through CDM program daily, to include new members, baptisms, weddings, address corrections, deaths, etc. Update and publish annual or semi-annual Church Directory as needed and provide for distribution to congregation
- *Coordinate with the pastor to post information to church website
- *Communicate computer problems to internet provider, Microsoft and/or local technical support and achieve resolution in a timely manner. Track and review annual software and internet subscriptions.
- *Serve as point of contact for vendors providing services for the church
- *Prepare packets for monthly Council meetings, as directed by the Moderator
- *Store hard copies and archive all approved minutes of business meetings as electronic stored files for easy access
- *Track, prepare and obtain required signatures for renewal of bi-annual California non-profit certification.
- *Collect information for church calendar and keep calendar up to date.
- *Coordinate meeting space with ministries of the church.
- *Order/purchase office supplies, monitor maintenance of office equipment.
- * Upon notification by Pastor or Moderator, notify church members, and the media, including TV, website, telephone tree, and email, of changes in planned services due to inclement weather, etc
- *Bookkeeping Tasks:
 - Accounts Payable: Communicate with Treasurer as needed. Prepare RFP's (Request for Payment) for bills and check requests from team/committee chairs and volunteers when needed. Assure proper Chart of Accounts assignment(s) to all

RFPS. Semi-monthly, prepare both A/P vendor and payroll checks, and have signed by 2 authorized officers to meet payroll and vendor payment dates. Mail vendor payments in a timely manner. Create and maintain vendor files and file paid bills with proof of payment attached.

- Payroll: Obtain and have Pastor review custodian, secretary and childcare worker timesheets to meet paydays. Follow up to get all staff payroll checks signed, in hand and distributed-by the 14th and 29th of each month
- Prepare & obtain signatures to transmit funds from one account to another as needed. Prepare financial reports from CDM as requested.
- Prepare and submit both monthly, quarterly, and annual payroll taxes for the IRS and state through CDM and Aatrix.

NOTE: The above duties are not intended to be an all-inclusive list - other duties may be assigned from time to time.

KNOWLEDGE/SKILLS/ABILITIES

- Proficient in Microsoft Office 365 (Word, Excel, Access, Outlook, PowerPoint, Publisher).
- Use of the internet as a communications tool.
- Excellent command of English composition inclusive of punctuation, style and grammar.
- Able to use electronic resources (i.e. email, scanning hardware, etc) for submission of information for bulletins, flyers and all general correspondence.
- Proficient in use of standard office equipment (i.e. copy machine, label makers postage meters, etc.)
- Strong organizational skills
- Capability of the utmost discretion concerning Church life, that of its members and ministries, and information shared in the normal flow of staff relations and church operations
- Excellent communication skills
- Is self-motivated and able to work independently

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Excellent computer skills.

Three to five years' experience working in an office setting preferred

TERMS AND CONDITIONS

The secretary agrees to all responsibilities in the Position Description.

Terms of Employment: This is a 20-25 hour per week, part-time position. Office hours are flexible but usually between 8:30 a.m. and 2 p.m. Monday through Friday.

The hourly pay for this position is \$15-20 an hr. depending on experience.

Paid personal leave: Five paid days for the first year of employment, increasing to ten days thereafter.

Eight paid national holidays a year.

The Secretary is supervised by the Pastor.

Termination of this employment by either the church or the decision of the Secretary may be made with two weeks prior notice.

May **not** be a member of the First Congregational Church; is welcome, but not expected to attend services and/or events.

Employee performance will be evaluated on an on-going basis as needed to promote improved communication. There will be a three month probationary period at the beginning of employment.

Performance reviews will be conducted by the Pastor and a member of the Personnel Team annually, no later than November 30.