

**Job Title:** Church Secretary

**Reports to:** Church Pastor

**Location:** New Market, MD

**Hourly:** Rate Negotiable

**Schedule:** 3 days a week/flexible hours to be considered

**Role:**

Provide Support and Accountability for the Pastor, Staff Parish Relations Committee (SPRC) and Church Council

**Mission:**

- To share the love of Jesus Christ by every means possible with welcoming hospitality.
- To create and distribute accurate, positive, and timely communications
- To support the ministry of the pastor by providing administrative support to the ministry and helping the pastor communicate effectively with the congregation and community
- To support the ministry of the laity by providing administrative support so they can effectively accomplish their mission
- To maintain the church schedule so that the space is used effectively to support the ministry and outreach of the congregation and ensure building use is maximized as revenue sources

**Requirements:**

- Intermediate to Advanced computer skills including working knowledge of and experience with the Microsoft Office Suite
  - Microsoft Word including templates and mail merge
  - Outlook
  - PowerPoint
  - Excel creating and maintaining spreadsheets
  - Access creating and maintaining charts & databases.
- Adept at using social media to create and maintain church's presence
- Experience at converting paper data into a computerized form while maintaining data integrity
- Experience working on-line (i.e., e-mail, information and image searches, on-line registration and ordering)
- Exceptional spelling, grammar, and proofreading skills.
- Experience producing communications including fliers, pamphlets, and newsletters.
- To work in person, on the phone, and on-line with a variety of age groups.
- A positive, flexible, even-tempered disposition.

**Responsibilities:**

- Produce, edit, copy, and place weekly bulletin in sanctuary
- Generate name tags for new members and maintain current list
- To schedule, confirm, and publish weekly worship participants

- Produce, in consultation with pastors and Mt. Carmel secretary, the monthly newsletter
- Revise & distribute weekly prayer e-mails, announcement e-mails, and other communications
- To provide administrative support to the pastor by making copies, helping with communication, etc.
- Maintain the church calendar and assist ministry leaders to schedule meetings and events; effectively disseminate calendar information to help anticipate and eliminate scheduling conflicts, to diligently present calendar information accurately in bulletins, newsletters, e-mail communications, internal and external bulletin boards and web presence.
- To work with potential and existing building renters to schedule and administrate the use of the building
- To answer the phone and respond to e-mail communications, to share prayer concerns and visitation needs with the pastor and direct to others as appropriate questions, concerns, and ideas for attention
- To maintain and utilize the churches Servant Keeper Membership Management Software.
- Enter weekly stat report updates in Vital Signs.
- To provide for administration of safe sanctuary guidelines.
- To contribute to the general appearance and safety of the buildings by contacting SPRC with janitorial concerns and contacting the trustees with building needs
- To ready the sanctuary and building spaces for Sunday ministry (list to be provided)
- To assist with the completion of the annual charge conference forms and statistical report.
- To attend staff meetings twice a month (currently Thursdays 12:00-1:30pm).
- To attend monthly church council meetings, taking minutes and ensure the accurate communication of dates and ministries planned during the meeting (currently Tuesdays 7pm-9pm).
- Weekly Post Office and supply runs as needed
- Other duties as assigned