Job Description for Church Secretary

Principle Functions: A part-time employee who provides clerical and administrative assistance to staff. Part-time is defined as a flex 13-hour work week. Serve as the church receptionist. Process all incoming and outgoing mail; answer and direct all incoming telephone calls; and perform other general office duties. Responsible to the pastor.

Qualifications:

1. Education: Post high school education preferred.
2. Experience: Two (2) years secretarial / administrative.
3. Skills: Microsoft Word, PowerPoint, and a variety of other software. Must be detail minded with good grammar, communication, telephone, and filing skills. Must be outgoing, people oriented, and able to manage time – a self-starter.
4. Equipment: General office equipment to include computer.

Responsibilities:

1. Secretarial
    a. Type, format, and edit the following: weekly bulletin(s), committee/council agendas and related materials, all office correspondence, letters, and program materials.
    b. Keep all congregational computer records, updates, weekly and monthly postings, post contributions, etc.
    c. Generate quarterly and yearly reports of a congregational financial nature.
    d. Keep the church activity and pastoral calling calendar updated.
    e. Maintain the church files.
    f. Order and receive supplies.

g. Maintain an up-to-date congregational mailing address list with quarterly notifications of all changes to the congregation and church council.

h. Serve as a notary for all church members. Certification will be paid for by the church.

2. Administrative

    a. Meet with the pastor and other staff members monthly to plan, review, and coordinate office and related activities.

    b. Maintain contact with all committee chairs and church council members to ensure accurate agendas and to facilitate timely ordering of materials.

    c. Maintain records concerning office equipment and church property.

    d. Oversee all material going out of the church office to include letters, bulletins, newsletters, reports, agendas, etc.

    e. Present budget needs to finance committee.

    f. Keep the church office organized, neat, and presentable at all times.

    g. Act as secretary to ministerial staff.

    h. Run errands when necessary (post office, make purchases, etc.). Mileage will be reimbursed IAW current IRS guidelines.

3. Financial

    Work with church treasurer to:

    a. Receive, preserve, and pay out upon receipt, all vouchers or things of value paid or given to the church. Keep at all times, an itemized account of all receipts and disbursements.

b. Render to the church at each regular business meeting an itemized report of the receipts, disbursements, and indebtedness for the preceding months. The treasurer's report shall be audited annually by an internal audit under the responsibility of the finance committee.
c. Be bonded by the church
d. Upon the rendering of the annual account at the end of each fiscal year, and its acceptance and approval of the church, preserve the account as part of the permanent records of the church.

4. Meet with the Personnel Committee semi-annually
5. Earns .9 (9/10 th) hour of Paid-time-off (PTO) for each pay period.
6. Must give a two (2) week notice at the time of resignation or by mutual agreement with the Personnel Committee.