

CHURCH SECRETARY JOB DESCRIPTION

Christ Lutheran's Church Secretary is often the first contact that someone will have with our congregation and so this person's presence, attitude, and demeanor are very important. The Church Secretary also manages the office, communications, and records for congregation as they serve as a caring representative of the Christian community.

QUALITIES & SKILLS

- Good communication skills
- Typing, word processing, and document management
 - Familiarity with Microsoft Office (Outlook, Word, Excel, PowerPoint, and Publisher)
- Good grammar, spelling, and proofreading
- Experience writing and editing newsletters or other documents is helpful. Creativity is a plus.
- Familiarity with social media (primarily Facebook)
- Willingness to learn new computer programs
 - We use Shepherd's Staff for congregation membership management. Training on this database program will be provided.
- Careful, thorough, organized and efficient management of work; needs ability to be self-directed
- Caring manner with all who telephone, visit or are present
- Confidentiality in regard to ALL communications with individuals, including the pastor, unless permission to relay information has been given explicitly

EXPECTATIONS

Telephone Communication (about 5% of time)

- Answering all telephone calls with information and responding to messages as needed. Making occasional reminder phone calls to church members.
- Updating phone messages as needed.

Word Processing & Copying (about 55% of time)

- Prepare weekly worship bulletins and materials in collaboration with and at the direction of the pastor.
- Prepare weekly Take Home News in collaboration with and at the direction of the pastor.
- Prepare a monthly newsletter in collaboration with and at the direction of the pastor.
- Occasionally create PowerPoint slideshows for worship when the volunteers cannot.
- Prepare the Annual Report and other reports, agendas, fliers, notices, etc., with the pastor.
- Prepare letters, correspondence and mailings as needed.
- Maintain copyright regulations & reporting.
- Maintain & order the copier supplies. The secretary is the copier "expert" (training is available).
- Support the ministries of the church by assisting others when asked.

Electronic Communications (about 15% of time)

- Maintain the church office email & respond to all emails on a timely basis.
- Work with the congregation's Web Master to keep the website up-to-date (training is available).
- Post news items to the congregation's social media on a regular basis and at direction of the pastor.
- Manage subscriptions.

Office Management (about 20% of time)

- Maintain the church membership records.
- Greet people who come to church during office hours.
- Manage work load to be completed in a timely manner.
- Maintain an organized computer and hard copy file system so that volunteers can find things that they may need.
- Retrieve the mail on a daily basis and sort it.
- Make phone calls and problem solve when things are not working properly.
- Schedule volunteers (worship leaders, communion assistants, ushers, etc.).
- Order & maintain an adequate amount of office supplies (paper, postage stamps, staples, etc.).
- Order an adequate amount of worship supplies (baptismal candles, communion supplies, etc.) & refill the supplies around church (pews, usher stand, brochure racks, etc.).
- Maintain a tidy office area, desk, file drawers, shelves, copy room, etc.
- Update congregation member mailboxes, nametags, new member packets, and volunteer lanyards.

Other related responsibilities as needed (about 5% of time)

SUPERVISION

- The secretary is responsible to the pastor.
- The Staff Relations committee is available to assist the secretary as needed, help evaluate each church employee at least annually, and confer on matters of employment, pay and employment relations.
- The Congregation Council authorizes employment positions, salaries, and policies.

**Please note that we are a small church. As such, we can often be flexible. But there are also many times when the secretary is the only person in the building. We do have an emergency alarm system, security cameras, and normally keep the doors locked during the week.*