

Church Secretary

Reports to: Senior Pastor

Effective Date:

Supervises: Limited Supervision of Contract Labor including the custodian, and volunteers

Status: Part-time Administrative Staff, 9-4 Monday –Thursday, with occasional additional meetings

Job Summary The Church Secretary will maintain order in the areas of planning, church communications, and building maintenance/ usage in concert with and under the direction of the Senior Pastor.

Essential Functions

Manage email and church data platforms and all church related apps. Maintain a list of all apps of the church and stay current on the workings of administration-related church apps. Send email notices for administrative committees, program committees, and administrative council.

Complete, submit, and file forms, records, reports, recurring registrations and renewals for church administration. Including but not limited to denominational reports, I-9s, Background checks, contracts, meeting minutes.

Record Keeping. Update membership data, contact information, email lists, officer lists, calendars, etc.

Print Materials Create and oversee the creation of printed materials and reports. Proofread for clarity, accuracy and spelling and grammar.

Telephone and Email Communications. Answer all telephone/email communications promptly. Answer the phone in the absence of a volunteer receptionist.

Mail. See that mail is collected and distributed to the necessary mailboxes.

Receiving cash and checks When donations are delivered to the church midweek, the Church Secretary will place that money in a bank bag and put the bag in the safe.

Building usage: Manage and schedule groups interested in using the building, adhering to building usage policies

Building Maintenance: Maintain the calendar of recurring maintenance or administrative needs to share notices with necessary personnel, contract laborers, or committees (dates to wax and strip floors, clean roof drains, replace batteries in smoke detectors, cleaning and check-up on copy machine and air units, etc.).

Place orders. Place orders for curriculum and needed office or worship supplies, or supplies for other ministries.

Attendance/Participation in Committees as needed (typically 10 times yearly).

Promote the vision of the church and the direction set by the Senior Pastor. The Church Secretary will maintain a positive attitude about the church, its members, and its ministries, and promote the same in and out of working hours. Discretion will be exercised related to all church matters.

Recruit, train, and supervise daily receptionists. May delegate appropriate tasks such as sending out committee reminders, proofreading, compiling mailings, and updating the membership book. Coordinate the staff's delegation to them as well.

Requirements

- Faith in Jesus Christ as Lord and Savior
- Attention to detail
- Working knowledge of church software
- Comply with a background check
- Friendly yet discreet in communication; no gossiping
- Able to sit in front of a computer for significant periods of time
- Able to unlock, enter and exit the building, including use of alarm system
- Able to use a landline-style phone
- Occasional worship attendance highly encouraged

Core Competencies

- **Accuracy in spoken and written communication and reports:** communicate in a professional manner.
- **Organizational ability and attention to detail:** Ability to organize relevant data, ability to notice and proactively address discrepancies, typos, calendaring problems, etc. Ability to keep up with details in all aspect of the job
- **People/volunteer management:** Provides instruction and feedback to volunteers as needed for the tasks assigned.
- **Discretion and Confidentiality:** Exhibits discretion related to internal staff/church leadership communication, can discern the tone and scope of communication appropriate for each ministry setting.
- **Appreciation of protocol:** Recognition of where something is within the scope of the position, when others should be consulted, and when others should be directing the next steps
- **Integrity.** Refuses significant financial or material bequests from church members-especially vulnerable persons, practices honesty in dealing with money and information, practices impartiality in relating to all church members and church participants.

Salary: The salary for this position will be set from January to January, reviewed yearly by the SPRC. The 12-month salary for 2022 is set at \$22,000

I have read and understand the duties and responsibilities of my job as Church Secretary. I am willing to be held accountable for my effectiveness.

Employee Signature

Employee Printed Name

Date

Senior Pastor Signature

Senior Pastor Printed Name

Date