

Church Secretary Job Description

Hours: 12 per week

General Purpose

Provide administrative support to pastor and church council and organizations by conducting and organizing administrative duties and activities including receiving and handling information.

Education and Experience:

Typing with adequate speed and accuracy and transcribing ability.

Strong computer skills.

Proficiency in the use of office machines.(copier, folder, fax machine, etc.)

Organizational skills.

Good command of English composition and punctuation and ability to proof read documents.

Other general expectations include:

Should be ever conscious of the need for confidentiality.

Should always exhibit professionalism in appearance, work ethic, and accountability.

Should be willing to work at an appropriate pace within a variety of circumstances with composure and flexibility.

Should give attention to details with an eye for excellence as well.

Should be a self-starter, good at multitasking and prioritizing projects.

Should have the ability to work independently without supervision.

General Duties

Office management:

- Maintenance and organization of the office area.
- Ordering of office supplies and scheduling maintenance equipment.
- Routine filing of paperwork.
- Order bulletin packets and special bulletin covers when needed. Order offering envelopes, maintenance supplies, church school materials, communion materials, candlelight service materials, etc. when notified by the appropriate person.
- Maintain petty cash with accurate records and receipts.

Facilities Management

- Organization and maintenance of the church calendar and scheduling of events.
- Call for maintenance around the church when notified by the appropriate person.

Worship support

- Type, print, and fold weekly service special service, wedding, and funeral bulletins.
- Notify organist and audio visual person about the program and music.
- Notify worship participants (lector, acolytes, ushers) each week.
- Copy worship DVD's and send those. Send bulletins to shut-ins.

General Communications and record keeping

- Pick up, distribution, and dissemination of mail and correspondence.
- Answering incoming calls.
- Answering appropriate e-mails, phone messages, and calls.
- Edit, type, fold, and send the monthly newsletter.
- Type, fold, and staple Women's Guild booklet, Zion Diners' booklet, Annual Report ,membership directory,
- Type, file, and distribute the church council minutes.
- Print and file the monthly treasurer's report for the council meetings along with any other necessary reports or materials. File the income sheets
- Keep accurate membership records (baptisms, weddings, deaths, new members, members addresses, phone numbers and e-mails.)
- Maintain and update all standard forms and ministry literature and conference reports.
- Prepare wedding, baptismal, and new member certificates.
- Keep track of memorials, luminaries, and flowers donated.
- Handle transient fund and keep appropriate records.