

## **POSITION DESCRIPTION: CHURCH SECRETARY (Full-Time Nonexempt)**

**PURPOSE:** To provide secretarial and administrative services to the pastors and to other professional Church staff, councils, committees, and other Church organizations. To maintain the membership records of the Church.

**ACCOUNTABILITY:** The Church Secretary is accountable to and supervised by the Pastor/Head of Staff, with close working relationships with other pastors and Church staff.

**WORK WEEK:** This position is for up to 40 hours per week. A time sheet will be recorded by the Church Secretary, signed by the supervisor, and turned in to the Financial Secretary weekly.

**BENEFITS:** Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

### **RESPONSIBILITIES:**

#### **Secretarial/administrative:**

1. Serve as secretary to the pastors and other professional staff.
2. Supervise the Office Assistant and office volunteers.
3. Collect, edit, and key Church bulletins and children's bulletins, newsletters, letters to the congregation, and related Church correspondence.
4. Duplicate and distribute Church materials.
5. Key the activity sheet for the staff and bulletin boards.
6. Compile and prepare the Annual Report.
7. Prepare outgoing mail and bulk mailings, maintain the postage meter, and maintain the account with the USPS for bulk mailings.
8. Oversee the maintenance of office files.
9. Recruit, schedule, and maintain liturgists for worship.
10. Assign and loan keys to Church property.
11. Greet members and nonmembers, assisting with their office needs.
12. Perform other duties as assigned.

#### **Membership:**

1. Maintain records of Church membership, Church friends, and councils and committees, mailing lists, and permanent Church records.
2. Input member attendance weekly and run reports monthly.
3. Provide the Clerk of Session with membership and other statistics monthly.
4. Update and distribute the Church directory.
5. Key letters of transfer and transfer certificates.
6. Gather information and complete baptism certificates.
7. Enter individual contributions into the PC weekly, update pledges, and maintain all giving records.
8. Produce and maintain contributors' quarterly statements; resolve questions re: statements or accounts.

### **POSITION REQUIREMENTS:**

- Possess skills in using Word, Excel, desktop publishing software, and the Shepherd's Staff membership database.
- Be able to maintain confidentiality.

- Possess excellent interpersonal and communication skills and the ability to work effectively with staff, lay leadership, and other members of the congregation.

**RELATIONSHIPS:** The Church Secretary is a member of the support staff, relates to other members of the staff, and works closely with lay leadership and other members of the congregation. The Church Secretary supervises the Office Assistant.

**EVALUATION:** Performance evaluation and salary review will be conducted annually by the Pastor/Head of Staff with participation by a member of the Personnel Committee.

**APPROVED:** November 9, 2009

**SIGNED BY INCUMBENT:**

\_\_\_\_\_ Date: \_\_\_\_\_