



Job Description Effective 01/01/2025

Job Title: Church Secretary

Responsible to: Senior Pastor with accountability to the Staff Parish Relations Committee

Position Summary

The Church Secretary shall assist the clergy and staff in the administration of the church and serve as the communication link between the church family, staff, and clergy. Responsibilities include answering the phone, greeting visitors, relaying messages, helping manage church and staff calendars, making meeting arrangements, data entry, preparing membership reports, filing, and maintaining positive public and congregational relationships.

Responsibilities

- Support the church clergy and staff regarding all programs, ministries, community responsibilities, and administrative tasks in which he/she is engaged.
- Answering the telephone and ensuring messages reach appropriate staff or other people on site.
- Answering the general church emails regarding inquiries through the website and sharing with the appropriate staff regarding communication is required.
- Greet and welcome all visitors and church members who visit the office.
- Ensure all requests, news, events, and commitments are recorded for the calendars and follow up of church staff.
- Provide clerical support as requested by the church staff and committee chairs.
- Provide support in compiling conference reports.
- Preparation of materials for worship and funeral services, i.e., bulletins, newsletters, bulletin inserts, etc. as required and providing digital versions uploaded to the appropriate platform.
- Maintain/update church family database.
- Accept items delivered to the church.
- Maintain or provide support for maintaining attendance records.
- Provide support for preparing and mailing materials for church activities as requested by the staff, including a monthly church newsletter.
- Update church voicemail system as needed.
- Attend scheduled staff meetings and other meetings as requested.

- Administrator volunteer coverage when necessary to maintain coverage of the church office.
- Read and be familiar with the Safe Places Policies and adhere to all Safe Places rules and procedures.
- Maintain a prioritized task list for management of responsibilities.
- Scan documents to church bookkeeper.
- Print checks, arrange for appropriate signature, and mail checks on a scheduled basis.
- Other duties may be necessary and assigned.

Job Knowledge and Skills

- High School Degree/GED or demonstrated ability to meet the job responsibilities through comparable work experience.
- Strong computer and internet research skills with proficiency in Microsoft Word, Excel, Publisher, and Realm.
- Willingness and ability to learn new procedures and programs specific to the church.
- Strong faith.
- Commitment to the church.
- Ability to manage multiple tasks and priorities.
- Friendly and outgoing personality
- Ability to work with diverse types of people and collaborate with all levels of staff members.
- Excellent administrative and organizational skills.
- Sensitivity to confidential matters and ability to maintain confidentiality are necessary.

Pay Classification: Full-time, Hourly

Annual Rate: