

Position Description for Secretary

1. Print copies of the Sunday Worship bulletin and other bulletins needed for special services such as funerals, Maundy Thursday and Christmas Eve.
2. Create PowerPoint presentation for rolling announcements and worship service.
3. Collect and collate information for church newsletter for electronic and paper distribution.
4. Submit weekly schedules and special articles of church activities to the local media.
5. Maintain mailing list and phone directory of church members and friends of the church.
6. Communicate with session when requested by Pastor or if Pastor is unavailable.
7. Coordinate with supply preachers as needed.
8. Order office supplies and special materials for church.
9. Coordinate, collate and print Annual Reports for congregational meeting in January.
10. Act as single point of contact for building use requests.

Qualifications

1. Ability to work well with people.
2. Good typing and computer skills.

3. Ability to problem solve with computer and copy machines.

Work Schedule shall be chosen by the secretary

1. Set schedule of office hours, a) two mornings or afternoons per week, or, b) one full day per week, or, c) one or two evenings per week.
2. Set number of hours per week or per month. Schedule shall be flexible based on volume of work.

Compensation The compensation for the secretary shall be \$160 per month. Secretary shall have the equivalent of one month of Sundays in paid vacation.

amended July, 2017
amended October 2014
amended 2/11/2014