

Position Description for Secretary

Frequent (weekly) tasks

1. Along with pastor, proofread all materials to assure accuracy and consistency.
2. Print copies of the Sunday Worship bulletin and other worship bulletins needed for special services such as funerals, Maundy Thursday and Christmas Eve.
3. Prepare and print copies of the announcements bulletin with information received from congregation and pastor.
4. Create PowerPoint presentation for rolling announcements and worship service.
5. Submit weekly schedules and special articles of church activities to the local media.

Infrequent tasks

1. Collect and collate information for church newsletter for electronic and paper distribution.
2. Maintain mailing list and phone directory of church members and friends of the church.
3. Communicate with session when requested by Pastor or if Pastor is unavailable.
4. Coordinate with supply preachers as needed.
5. Order office supplies and special materials for church.
6. Collate and print Annual Reports for congregational meeting in January.
7. Act as point of contact when the pastor is away. Refer to document, Procedures - Emergency Pastoral Care Calls.
8. Act as single point of contact for building use requests.

Qualifications

1. Ability to work well with people.
2. Good typing and computer skills, especially Microsoft Word and PowerPoint. Knowledge of spreadsheets a plus.
3. Ability to problem solve with computer and printers.

Work Schedule

- Work schedule shall be chosen by the secretary and can change based on volume of work. Estimate for average work week is 4 hrs.

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, August, 2018

amended July, 2017

amended October 2014

amended 2/11/2014