

CHURCH SECRETARY – Job Description

November 15, 2021

Principal Function

The Church Secretary is responsible to Pastor and Personnel Committee to perform the secretarial duties as well as other clerical functions related to the ministries of the church. All responsibility of the Pastor and the Personnel Committee.

Duties:

1. Perform miscellaneous typing, reports, correspondence, desktop publishing and other secretarial work for the Pastor and staff. Anyone else desiring the secretary to do typing and such work for them in their area shall bring it to the secretary and he/she will do it as his/her workload allows. If secretary is unable to complete the requested work by due date, he/she will discuss with Pastor and party who submitted work to reach an amicable solution.
2. Open, sort, and route all incoming mail and deliveries.
3. Copy and duplicate materials for the staff and church ministries.
4. Keep an inventory and order materials and supplies for the officer, copier and duplicating equipment, within budgeted limits. Ensure copier is regularly serviced.
5. Open, maintain, and close the church office during the hours agreed upon, not exceeding the number of hours approved by the church.
6. Prepare, edit, copy and mail bulletins, newsletters and other church publications.
7. Maintain the church filing system.
8. Maintain church records in the church computer. Keep an up-to-date record of the church members and Sunday School enrollment.
9. Complete monthly computer system back up, storing back-up in secure, off-site location which has been agreed upon by the Pastor.
10. Serve as a receptionist, answer the phone and greet church visitors during office hours. Screen all visitors who wish to see or talk to the Pastor in person or by phone. Carry out the Pastor's wishes if he is in a private conference or otherwise does not want to be disturbed.
11. The secretary must practice good people skills, be pleasant, friendly, and willing to help.
12. Know the schedule of the Pastor so he may be located in case of emergencies. Keep a record of all calls and names of all visitors when the Pastor is out of the office. These records should be forwarded to the Pastor upon his return. In the event of an emergency call, the Pastor should be contacted in the quickest way possible.
13. Order needed church supplies and literature as directed by proper people.
14. Maintain the church bulletin board and post necessary information.
15. Process and keep a record of all requisitions. Match each with the proper bill when it arrives and forward to the church treasurer for payment.
16. Assist the Pastor and staff in coordinating and maintaining an up-to-date church calendar.
17. Notify committee members of dates and times of meetings.
18. Keep confidential all contacts, correspondence and counseling done by the Pastor.

Confidentiality is a must!

19. Attend all staff and church council meetings to be aware of church events and activities that need to be placed on the calendar or in the bulletin. Coordinate with the Pastor whether you are to request payment for these extra hours, or modify work hours for the week of the meetings, whichever best meets your desk workload for the time needed.
20. Cooperate with the Pastor and all staff members and work in such a way as not to distract them while they are working.
21. Refer benevolence requests and food pantry requests to the local non-profit organizations we currently partner with (Pastor to advise).
22. The secretary shall be expected to live a consistent Christian life, have a daily walk with the Lord, and be a regular in church attendance (not necessarily at this church).
23. Perform any other clerical or office duties as assigned by the Pastor.