

SENECA UNITED METHODIST CHURCH

Job Description

Approved: 2013

- TITLE:** Church Office Secretary
- SUPERVISORY:** Senior Pastor, Coordinator of Congregational Care and Parish Relations Committee (PPR)
- SALARY:** As per the Recommendation of the PPR and Approval of the Admin Council
- SCHEDULE:** M – F 9:00 a.m. to 12:00 p.m.

QUALIFICATIONS:

- Proficient in Microsoft Office Programs
- Experience with E-mail
- Experience with other office equipment
- Experience with Google preferred
- Criminal and Child Abuse Clearances

DUTIES AND RESPONSIBILITIES IN COOPERATION WITH SENIOR PASTOR:

- Function with a cooperative spirit under the direction of the Pastor, the Coordinator of Congregational Care and the PPR Committee
- Always present herself/himself in a professional, friendly, cheerful and compassionate manner
- Always be ready to assist in whatever situation arises with a cooperative spirit
- All office work will be done in a neat, accurate and punctual manner to reflect well the image of the church
- Office duties such as:
 - Answer the phone and check E-mail
 - Answer the back door as the doors are kept locked at all times
 - Communication with all staff and committees as needed
 - Manage Church address/mailling list as needed
 - Produce and assemble the weekly bulletin, draft by Thursday and complete on Friday
 - Update the Google Church Calendar with any upcoming events or classes
 - Handle distribution of devotionals, announcements, posters etc. in the Narthex
 - Collect special flower orders
 - Check obituaries and funeral notices to see the proper “Sheath of Wheat” is ordered
 - Handle Memorials with the Memorial Committee
 - Order supplies
 - Handle all mail in and out
 - Handle registration pads and visitor letters
 - Keep membership lists current
 - Type conference reports
 - Any other necessary typing
 - Help with church newsletter as needed
 - Be responsible for office equipment repairs or concerns
 - Other duties and responsibilities as assigned
- Wage increase will be recommended yearly by the PPR Committee for budget preparation prior to the annual church conference (annual interview and evaluation is recommended)
- Five vacation days after one year of service. Ten vacation days after two years of service with no carryover.
- Any emergency or absence should be reported to the Pastor, Coordinator of Congregational Care or the PPR Chairperson in a timely manner.