Job Description
Church Secretary
Reports to: Pastor of First Presbyterian Church of Lodi

The church secretary is responsible for many of the administrative aspects involved in the effective running of First Presbyterian Church, to include the miscellaneous newsletters, bulletins, mailing lists, etc. This position also acts as a liaison with members of the congregation, the staff, and the community, both in person, on the phone and via e-mail. In addition, the person in this position plays a key role in making the people who use our facility feel at home and welcome, making him/her a key person in our ministry. The position is for 12-15 hours per week, but additional hours may be required on occasion. Work hours are to be developed in cooperation with the pastor and according to need, but will generally be Tuesday through Thursday (with negotiated flexibility). Annual vacation will be equivalent to one work week of 12-15 hours and must be coordinated with and approved by the pastor.

Key Attributes

The ideal candidate for this position will be flexible and able to respond to the needs of the church, which can change with short notice. S/he will be a self-starter with initiative, detail oriented, and will work well with little or no supervision. S/he will make others feel welcome and valued.

The ideal candidate will have the necessary technical/functional expertise to complete the job in a timely and accurate manner, attention to detail, and the ability to build and maintain collaborative relationships with all members of the congregation and the community. A knowledge of or willingness to quickly learn Microsoft Word, Microsoft Publisher, and Church Windows software is necessary.

Responsibilities

The church secretary must be aware of all scheduled services and church events and have any necessary paperwork prepared in a timely and accurate manner. An ability to proofread and correctly construct written sentences is essential. The following is a guideline to be used:

Daily:
- Check voice mail and handle as needed
- Check e-mail and handle as needed
- Open and/or distribute mail
- Provide clerical support to pastor and staff

Weekly:
- Enter visitors in database; give information to pastor for follow-up
- Update mailing list
- Record worship and Sunday School attendance in database
- Record communion in database
- Complete Sunday bulletins and file one of each
- Enter pastor's sermons and bulletins in pastor's notebook
- Back up computer

Monthly:
- Assemble articles for church newsletter, proofread it, provide to pastor for inspection; make necessary changes; submit in a timely manner to graphic designer; print the newsletter upon return from the designer; provide printed labels to and coordinate with newsletter mailing team (volunteers recruited by this position) and assist, as necessary, with the mailing
- Report copier use numbers as requested by the contractor
- Do computer maintenance

Yearly:
- Compile and print Annual Report of the Congregation
- Compile and submit annual reports to middle and upper governing bodies of the Presbyterian Church
- Update Session mailboxes and handbooks

Occasional:
- Prepare certificates and related documents; record in permanent record book and database: baptisms, weddings, funerals/deaths, confirmations, ordinations
- Provide support to Sunday School and Vacation Bible School and all committees as needed – such as mailings, providing information, etc.
- Provide necessary reports as requested by John Knox Presbytery

Miscellaneous:
- Transfers In/Out Members
- New Members/New Member packets
- Update & distribute phone directory and membership records, committee members, etc.
- Post/update bulletin boards and calendars
- Order and maintain supplies for office, worship, pastor
- Any special projects requested
- All other duties as assigned by the pastor

I acknowledge that I understand the above job responsibilities and that I have the ability to perform these duties.

_____   _____
Signature   Date

_____
Witness

Updated March 2011
By Personnel committee