

Church Secretary Job Description for St. Paul Lutheran

Hours: 10 per week/ at least 5 hours at the church

General role

Provide administrative support to pastor, church council, and organizations by conducting and organizing administrative duties.

Experience

Adequate computer skills

Familiar and proficient in Publisher, Power Point

Familiar and proficient in office machines (copier)

Exhibit professionalism in appearance, work ethic and accountability

General Support

Maintain and organize office area

Order office supplies (paper, toner)

Schedule any repair of office equipment after notifying church council

Order Worship supplies

Answer and respond to all phone calls, voice messages, emails forwarding to appropriate person

Distribute all mail (mail boxes)

Maintain membership records of baptisms, deaths, weddings, transfers and record in large RED book kept in safe.

Email information to congregation when requested by pastor, council or organization leaders.

Assist organist in finding substitute organist if requested by calling list of substitutes provided.

Keep email list of all members up to date.

Maintain digital files and back up to flash drive monthly

Administer St. Paul Facebook page

Weekly worship support

Prepare Power Point presentation for announcements and service and place laptop in church

Complete bulletins and place at all 3 entrances for Sunday worship

Email the completed service (bulletin) to Pastor and organist prior to Sunday worship

Update the 4 hymn boards before each Sunday worship

Update announcements include sponsorship of flowers, special worship assistants and upcoming events, services.

Email Lessons and Psalms to readers for worship which have been supplied to office

Special Support

Create bulletin and / or powerpoint presentation for special services , funerals, weddings, Lent and Advent services with direction of pastor.

Collect memorials from funeral director or thru mail and complete a form indicating individuals and amounts given which is then emailed to individual charged with acknowledging memorials.

Create a monthly newsletter to be emailed to all members by end of preceding month . Make 10 paper copies to be placed at entrances and 20 copies sent via mail to a list of shut ins. Send email reminder to worship leaders below for any announcements in newsletter by middle of month.

Pastor

Church Council President

Welca President

Mission Committee chair

Worship Committee chair

Sunday school director

Prepare the Annual Report which is distributed 2 weeks prior to Annual meeting in October . Request yearly reports from all organizations in early October.

