

Church Secretary/Administrative Assistant

Job Description

HOURS: Monday – Friday (Salaried – 20 hours per week) Weekend hours may also be required occasionally depending on church programs and events.

PURPOSE OF POSITION:

Primary function is to oversee all activities of the church office.

QUALIFICATIONS:

1. Minimum of five years experience as an Administrative Assistant.
2. Minimum typing 65 WPM with accuracy and transcribing experience.
3. Strong computer skills are imperative (MS Windows, Word, Excel, Access, PowerPoint, Outlook, Quickbooks, Proclaim).
4. Proficiency in the use of standard office tools (computer, copy machine, etc.).
5. Strong organizational skills.
6. Have excellent command of English composition and punctuation.
7. Be familiar with basic accounting practices.
8. Be a member of a Christian church.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Maintain and organization of reception area.
2. Ordering and maintenance of office supplies and equipment.
3. Organization and maintenance of church calendar.
4. Pick up, distribution and dissemination of all mail and correspondence.
5. Review answering machine on a regular basis. Placing answering machine on evening and weekend setting as necessary.
6. Screening and routing all incoming calls.
7. Answer mail – correspondence (writing letters)
8. Type and mail letters to persons signing the Guest Book.
9. Check email and respond.
10. Keep accurate membership records (new members, baptisms, weddings, deaths, etc.)
11. Prepare certain reports and statements for the Annual Report; Photocopy and distribute Annual Report.
12. Ensure that all minutes received are inserted in minute book in photocopy room.
13. Routine filing of paperwork.
14. Maintain a file registry of paperwork locations.
15. Notify all Pastoral Staff of member hospitalizations, deaths, etc.
16. Prepare, proof, print, and disburse weekly bulletins.

17. Prepare and proof all Proclaim documents for the weekly church service.
18. Route incoming correspondence to appropriate staff, commissions or Moderator.
19. Maintain and up-date all standard forms and ministry literature.
20. Maintain petty cash with accurate records and receipts.
21. Enter receipts accountable, accounts payable, weekly offerings etc. in the churches financial records (Quickbooks) in concert with the Church Treasurer.
22. Maintain and produce an up-to-date phone book every six months.
23. Prepares, reproduces, and distributes Church Newsletter.
24. Do photocopying and distribution for church related activities;
25. IE collating and reproducing the monthly Church Newsletter and all Newsletter elements - distributing copies to the mailboxes in the Narthex; prepare mailing labels and send monthly Church Newsletter to absentee members.
26. Pick up previous week's bulletins in the Sanctuary and replace offering plates in the Sanctuary for the following Sunday.
27. Assist the Pastor in every possible way.
28. Other related duties.

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Present a friendly and courteous reception to all church visitors.
- Should be willing and able to work at a fast pace within a variety of situations with flexibility.
- Should be willing to work outside of normal working hours occasionally IE funerals.
- Should be ever **conscious of the need for confidentiality.**
- Should always exercise discernment and wise judgment.
- Should be a person who gives extreme attention to detail with an eye for excellence.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Should possess strong administrative skills and the ability to work independently without supervision.
- Willing to participate in a Police Check.