**Primary Role and Responsibility:**

The primary role of Church Secretary is to oversee the operation of the church office, providing general clerical and administrative support to the church staff and members.

The Church Secretary is responsible for administering the tasks and functions of the church office. In addition to these duties, the Church Secretary is also responsible for the communication practices of the church, both internally and externally.

This position is directly responsible Pastor and other assigned ministerial staff.

**Key Responsibilities:**

* Receptionist
  + Provides a warm, welcoming and inviting environment to all church visitors, guests and members
  + Handles all phone calls and telephone messages in a prompt and efficient manner
  + Handles all correspondence, both physical and electronic, efficiently and promptly
  + Communicates priority and urgent messages to church staff, deacons and church body as needed
  + Maintains a detailed, updated church calendar to include all services, events, meetings, etc.
  + Schedules meetings for church staff, making any hospitality arrangements, as needed
* Administrative
  + Maintains all church files and records in an accurate, organized and efficient manner
  + Prepares, edits and produces all church publications (printed and electronic), including:
    - Newsletter
    - Worship bulletins
    - Service documents
    - Meeting presentations
  + Makes photocopies for church staff and members, as needed
  + Prepares all bills, invoices, statements for church treasurer
  + Orders supplies for church office, kitchen, Sunday School
  + Maintains office equipment, contracts and service agreements
* Ministerial Support
  + Assists Pastor with sermon notes, worship presentations both printed and projected
  + Creates promotional pieces for print or social media
  + Handles correspondence, as needed, by church staff
  + Provides church-related travel arrangements, as needed
  + Attends church council and church staff meetings
* Social Media
  + Maintains church website, keeping all information current and relevant
  + Maintains church presence on all social media platforms
  + Responsible for making posts, as needed or directed by church staff

**Position Requirements:**

* Born again Christian, servant-hearted, with a genuine love and concern for all people
* Possess a positive outlook, pleasant and tactful demeanor
* Proficiency using Microsoft Office suite products (Word, PowerPoint, Publisher, Excel)
* Exceptional communication and grammatical skills, both verbal and written
* Superb organizational and administrative skills
* Has the ability to meet regular time-sensitive deadlines and multi-task in a dynamic environment
* Self-motivated, able to work efficiently and effectively in an environment with minimal direction and supervision
* Capable of completing tasks requiring graphic design for printed and published materials
* Capable of completing posts, correspondence and updates to all social media platforms
* Exercises a complete and high level of discretion on all sensitive and personal matters requiring confidentiality

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| **Compensation Breakdown** | | |
| Salary (maximum) | Annually | $15,500-$18,000 |
| Mobile Phone Stipend  (paid from telephone expenses) | Monthly |  |
| **Total (max) Compensation** | **100%** | **$** 15,500-$18,000 |

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| **Position & Compensation Details** | |
| **Position** | Church Secretary / Administrative Assistant |
| **Classification** | Church Staff, Part-Time |
| **Exemption Status** | Non-exempt (overtime eligible) |
| **Work Schedule/Hours** | (20) hours per week.  Maintains weekday work schedule (Monday – Thursday) hours of: 9AM - 3PM  Position is eligible for pre-approved over-time (time & ½ pay) beginning at 40+ hours worked per pay week. Present for all church and staff meetings, excluding pre-approved absences. |
| **Compensation** | Salary determined annually by approval of annual budget through Church vote.  Paid in bi-monthly installments on the 15th and 30th of each month.  Mobile phone stipend paid monthly on the 30th of each month. |