



CLIFTONDALE UNITED METHODIST CHURCH

Job Description-Church Secretary

General Responsibilities: Serves as the Assistant to the Senior Pastor. Provides high level support in a wide range of administrative functions in support of the Pastor and church while successfully interacting with the Leadership Board, staff, congregation, and community at large.

Reports To: The Church Secretary reports to the Pastor and supports other ministerial staff, ministries and church members as directed by the Pastor. Must possess and demonstrate a cheerful, pleasant, friendly, Christian, and professional persona. The Church Secretary is a part-time position and employee of the church and will be subject to federal and state income tax withholdings. A timesheet must be signed by the immediate supervisor and submitted to Finance by the 10th and 25th of each month. Timesheets are used as the official documents that are retained by the Church as a record of time worked and attendance.

Requirements:

- Must possess proficiency with personal computers, including Apple MacBook, and in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook. Must be able to use (or learn if not a current skillset) Constant Contact and Breeze Membership software. Must be internet proficient
- Must possess a proficiency in operating standard office equipment including copiers, phone, calculators and fax machine
- Possess excellent people and customer service skills with all ages and abilities
- Possess excellent verbal, written communications, and publishing skills
- Possess the ability to organize, coordinate and create to complete tasks and assignments
- Must be experienced in handling a wide range of administrative, clerical, and executive level support tasks
- Must have the ability to work independently with little supervision
- Must have effective time-management skills
- Willingness to participate in continued professional growth and development
- Ability to protect the reputation and integrity of others through strict confidentiality.
- **Ability to work office hours Monday – Thursday, 9a-1p, and on-call remote access as needed by pastor.**

- **Receives and directs incoming telephone calls and emails to the Senior Pastor's office.**
 - Answers and screens telephone calls directed to the Senior Pastor
 - Serves as gatekeeper to the Pastor, while ensuring requestors are helped in a friendly and Christ-centered manner.

- Prioritizes telephone messages for the Pastor
 - Retrieves and disseminates mail
 - Makes telephone calls for the Pastor as directed
 - Welcomes members and guests in person and on telephone
 - Performs related duties as assigned
 - Maintain files and databases for the church
 - Prepares requisitions for all church bills and sends to Finance Team
- **Maintains Pastor's Appointment Calendar (as requested)**
 - Makes appointments for the Pastor, while redirecting those appointments that can be appropriately handled by other staff, Board and congregational members
 - Enters meetings, conferences, society and community engagements, and church-wide activities onto the calendar at the Senior Pastor's request
 - Provides the Pastor with updated daily, weekly, monthly and annual calendars
 - Handles travel plans and preparations for preaching, speaking and ministry engagements
 - Performs related duties as assigned
- **Assists With Meeting Preparation**
 - Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc., as requested by the Pastor
 - Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner
 - Performs related duties as assigned
 - Assist Ministry chairs with ordering supplies, making copies, editing material, etc.
 - Ensures operation of equipment by doing preventative maintenance and troubleshooting malfunctions
- **Maintains the Pastor's Files**
 - Maintains various types of files and databases for the senior pastor and church
 - Works with publishers and others for any writing assignments
 - Performs related duties as assigned
- **Performs Administrative Duties for the Pastor and Church**
 - Reviews and/or drafts the senior pastor's correspondence and answers mail and/or composes letters, as directed
 - Types ministry and church-related correspondence, reports, minutes, etc.

- Be responsible for calendar management and coordination, requiring interaction with persons both internal and external to Clifftondale UMC and the Senior Pastor
- Performs related duties as assigned
- **Coordinates and cooperates with the pastoral staff as well as other church staff**
- **Performs other related tasks and as assigned**

Other Duties and Responsibilities:

- **Serves as Charge Conference Secretary**
- **Prepares and Prints**
 - Church Bulletins
 - Materials needed for major church meetings and events
 - Church reports
 - Weekly worship service overhead media information
- **Assists in returning the sanctuary, church premises and materials (Bibles, hymnals, offering envelopes) to a neat and orderly state following services and other events**
- **Ensure 1st Time Guest Cards are attended to and guests are sent welcome letters the week of their attendance**
- **Unlocks and secures church building when necessary and in the absence of the Facilities Maintenance Technician**
- **Performs other miscellaneous special projects as requested by Senior Pastor**
- **May represent the Pastor while working with members of the congregation, other churches, and the community at large**
- **Serves as the church's principal administrative supply coordinator**
 - Orders, maintains and distributes all administrative supplies. Ensures adequate supplies are on hand
 - Order ministries supplies as directed
- **Consults with ministry leaders to identify/define leaders' needs and requirements relative to space needs in the church.**
- **May occasionally work on Saturday and Sunday as required**
- **May run errands for the pastor as requested**
- **Maintains a positive relationship and communicates with the Leadership Board on a continuous basis and as requested**
- **Performs related duties as assigned by the Senior Pastor**

Education and/or Experience:

- High school graduate or equivalent and four years of progressively related experience in an administrative capacity. College may be substituted on a year by year basis in lieu of experience

**This is a position with mileage reimbursement for approved essential travel.
Performs other related duties and responsibilities as assigned**