

Church Secretary Job Description

Community Congregational UCC of Elburn, IL.
100 E. Shannon St.
Elburn, IL 60119

The church secretary keeps regular office hours, assists the pastor, and organizes church activities, including:

1. Answering and returning phone calls in a welcoming manner.
2. Updating online and print communications including: weekly update, weekly worship bulletin, monthly newsletter, website, and church sign.
3. Maintaining calendar of church activities and room usage.
4. Maintaining list of persons with keys to the building.
5. Maintaining public spaces: bulletin boards, sanctuary, and watering plants.
6. Ordering office supplies and basic maintenance of office equipment.
7. Printing volunteer signup sheets and the annual report.
8. Maintaining files of usher reports, council minutes, service agreements, etc.
9. Ordering seasonal flowers for Christmas and Easter services.

To schedule an interview, contact Rev. Jim Fisher @ fisher4403@gmail.com.