

BELLEVUE UNITED METHODIST CHURCH

JOB DESCRIPTION

POSITION TITLE: Church Secretary/ Office Manager

PRINCIPAL FUNCTION:

- Working in the church office Monday thru Friday. 9am to noon. (15 hours a week)

REGULAR DUTIES:

- Answer telephone and check voice mail
- Gather information and prepare bulletins
 - Prepare bulletin – all info and notices, calendar, updates, inserts
 - Stuff inserts and fold bulletins
- Assist the pastor and others as needed
- Handle office concerns completely, promptly and efficiently
- Track small groups, attendance, salty tickets, etc. for reports
- Prepare and submit Missional Vital Signs report to Conference
- Maintain all membership records in computer and conduct yearly audit.
- Assist Pastor in preparing Charge Conference forms, Year End report and other annual forms due to Conference Office. Maintain all records and submit forms.
- Track memorial gifts/send acknowledgements, mail out welcome letters.
- Gather information for Website.
- Maintain copy machine.
- Order and track all supplies.
- Select scripture readers and send scriptures each week for them to review.
- Prepare flyers and posters, etc
- Pastor email notices
- Pastor appointments and calendar
- Updating church profile on FLUMC
- Updating pastor profile on FLUMC
- Outreach notices – ie: send out prayer requests and What's Happening.

SKILLS AND REQUIREMENTS:

- Must have basic office computer skills and willingness to learn new programs.
- Dedication, organization, flexibility.
- Good telephone and inter – personal techniques.
- Computer and office equipment knowledge, filing
- Secretarial skills – record keeping.
- Must attend staff meetings – upon request by Pastor

TO APPLY: Submit resume and references to Office@BellevueUMC.net

- Provide three (3) character references.
- Must be willing to submit to a background check.
- Must sign off on church's sexual harassment policy and child protection policy.

SALARY: \$15.00 per hour