

Christ Lutheran Church

Position Description

PERSONNEL POLICIES STATEMENT: The employees of the church, in all of their services – both within the congregation and the fulfillment of the church's mission in the world – shall carry out their duties in dedication to the faith and mission of the Evangelical Lutheran Church in America.

TITLE: **Church Secretary/Office Manager**

Time Type: Regular, part-time, non-exempt

REPORTS TO: **Senior Pastor**

POSITION SUMMARY

The Church Secretary/Office Manager has overall responsibility in the following areas:

- Keeping church members informed of church services, activities, and special events
- Distributing information to church members via written formats and/or social media
- Maintaining effective and efficient office functions that support the mission of the church

PRINCIPAL ACCOUNTABILITIES

Keeping church members informed:

- Prepares New Member packets.
- Maintains prayer lists.
- Produces the monthly newsletter.
- Prepares special mailings as required.
- Notifies church members of other members' address, phone, and email address changes.
- Produces the directory of church members.
- Maintains church's website.
- Updates church's Facebook records.

Supporting church services, activities, and special events:

- Produces service bulletins.
- Maintains supplies for pews and pew envelopes.
- Coordinates flower orders for special services/events.

Supporting ministry teams and other church groups:

- Notifies ministry teams when church member has volunteered for their team.
- Contacts volunteer coordinators and compiles in-service assignments.
- Produces church's monthly schedule.
- Collects annual reports from ministry teams, Council President, and other staff members; produces compilation annual report.
- Assists with Ministry Team meeting materials and special mailings.

Providing support to Ministers and other church staff members:

- Assigns computer and equipment access codes to appropriate persons.
- Ensures that proper backups of computer records are made.
- Picks up and distributes mail.
- Provides secretarial support as needed.
- Helps staff with computer issues.
- Assists staff and volunteers in operation of office equipment.

Managing the church office:

- Answers phone and greets visitors.
- Maintains church database using Shepherd's Staff to include transfers in and out, baptisms, confirmations, marriages, and deaths.
- Maintains attendance records.
- Prepares checks for distribution and mailing.
- Schedules use of church facilities.
- Assigns and tracks church keys.
- Maintains inventory of office supplies.
- Maintains postage meter records.
- Coordinates office volunteers (provides training as necessary).
- Maintains church paper files according to appropriate church and legal standards.
- Attends staff meetings.
- Performs other duties as needed.

Growing Personally Through Continuing Education:

- Participates in continuing education as necessary to meet the position's requirements.

QUALIFICATIONS:

- Ability to be a self-starter in a fast-paced environment.
- Ability to function as a member of a team.
- Ability to maintain confidentiality as the norm and protect the reputation and integrity of others through strict confidentiality.
- Excellent interpersonal, communication, organizational, problem solving, and prioritization skills.
- High school diploma or equivalent with two-years in business-related curriculum or degree program or four years of experience in general office work.
- Comprehensive understanding of social medial platforms.
- Knowledge of PC and office applications programs: Word, Excel, Publisher, and Shepherd's Staff.
- Knowledge of telephone systems, copier machines, and general office equipment.

WE HAVE REVIEWED AND APPROVED THIS POSITION DESCRIPTION:

President, Church Council _____ Date _____

Pastor _____ Date _____

Personnel Member _____ Date _____

I have received appropriate orientation and training for the accountabilities of this position description and agree to adhere to the requirements of the position.

Signature _____ Date _____