

Church Secretary: Hourly



Reports To

Senior Pastor

Job Overview

The Church Secretary serves as the primary administrative support for the church, ensuring smooth operation of daily activities, effective communication, and coordination of church events and programs. This role requires strong organizational skills, attention to detail, and a heart for serving the local church.

Responsibilities and Duties

1. Receptionist
 - Receive incoming calls, visitors, and deliveries.
 - Process incoming and outgoing mail.
 - Call for service of office equipment.
2. General Office Duties
 - Prepare and copy weekly bulletins and other media.
 - Prepare weekly digital announcements (Pro Presenter)
 - Email congregation weekly with updates (MailChimp)
 - Update and maintain the church calendar
 - Maintain various church social media (Facebook, YouTube, etc.)
 - Maintain and update Church Center for member profiles
 - Update prayer chain (Remind)
 - Update and maintain church membership roll
 - Keep office equipment maintained, and office supplies stocked, ordered as needed.
3. Pastoral Assistance
 - Take messages for ministry staff
 - Prepare mail
 - Operate Welcome Center between services/ recruit additional volunteers as needed.
 - Other duties pertaining to your role as assigned

Other

This position is 33 hours a week with one on Sundays. We offer paid holidays, paid sick leave as well as paid grief/care days. Starting wage is determined by job experience.

A working knowledge of computers and software is necessary as well as a commitment to fostering a team work environment.

Qualifications

Education: High school diploma or equivalent

Technical Skills: Proficiency in clerical tasks and computer applications, including Microsoft Office (Word, Excel, PowerPoint), Planning Center, Canva, Mailchimp, etc.

Interpersonal Skills: Strong ability to work collaboratively with various groups, including staff, congregation members, and visitors, fostering a welcoming environment.

Confidentiality: Demonstrated respect for handling sensitive and confidential information with discretion.

Communication: Excellent verbal and written communication skills for creating clear, professional correspondence and announcements.

Adaptability: Eagerness to learn new skills and adapt to evolving church needs and technologies.

Personal Attributes: Compassionate and loving demeanor, with a commitment to serving the church community and aligning with its mission and values.