

Job Description
Church Secretary
Rose Hill Presbyterian Church

Basic Skills Required

1. Needs to be a committed Christian.
2. Serve as the “voice and face of the Church” and hostess to visitors and callers.
3. Coordinate the Church Office activities.
4. Maintain Church Records
5. Answer Church Phone and refer calls and messages.
6. Be sensitive to feelings being expressed by others, flexible when confronted with changes, and able to maintain confidentiality.
7. Must have office management computer skills and a willingness to learn Adobe InDesign Suite and FileMaker.

Production Jobs

1. Prepare all Church mailings.
2. Sunday Bulletin: Keep track of scheduled events to publicize in the bulletin, collect input from members, organize and type the bulletin which includes the service order and any inserts approved by the pastor. Copy, fold, and stuff bulletins.
3. Special Bulletins: Work with the Music Staff and Pastors to produce and order special covers as required.
4. Newsletter: Compile articles, soliciting information as needed from various church groups: type, copy, fold, address and mail.
5. Copy all special work for the congregation.
6. Type, copy and distribute Session minutes, including the docket and Treasurer’s report, mail to elders. Do the same with deacons.
7. Copy and mail information as needed to Parish leaders. Inform Deacons of parish needs and needs of church members.
8. Type all correspondence, special reports, class curriculum, and administrative paper work for Pastors; copying, distributing and mailing as necessary.
9. Print Session minutes in Session Minute Book
10. Do mailings for new member classes and work with Pastor to assign parishes.
11. Type updated membership list and publish into book form, mail to all members as needed in the summer.
12. Annual Report: Make advance announcements in the bulletin, collect all reports and type, copy, collate, address for mailing and mail.
13. Other desktop publishing jobs as directed by the Senior Pastor.

Duties

1. Sort and distribute mail, receive delivery of supplies.
2. Maintain inventory and order office supplies.
3. Arrange for maintenance of office machines. On a daily basis, keep machines clean.
4. Maintain display boards in foyer with current and relevant information.
5. Maintain the Bulk Mail account at the Post Office, making money deposits as required.
6. Maintain the Petty Cash fund and necessary account ledgers to furnish Treasurer; make deposits to replenish account.
7. Maintain the checkbook Revolving Account, making receipts and depositing checks to replenish. Reconcile checkbook monthly.

8. Maintain the database by creating new records, updating current records, printing out layouts as needed by various groups and archiving a copy of the database at the end of each month. Do attendance in the database, sending letters to first-time people as well as giving their names to the Membership Committee. Examine cards for notes to office and requests for prayer. Take E-mail notes on visitors and register comments in the database under "comments."
9. Keep an accurate record of new members, births, deaths, marriages, new church officers and deleted or transferring members; make changes in the computer data base, current phone directory, and update Roll Book.
10. Maintain Church Calendar, listing all events and scheduling with members and non-members for building use. Prepare building use forms as necessary and forward to Building and Grounds Chairman.
11. Weddings: Refer applicants to the Pastors; if approved, mark requested date on calendar. (All church dates come first). Enter record of all marriages performed in the Red Book of Church Records and return signed licenses.
12. Deaths: Contact Deacons for memorial service, Parish leaders for food care; place death notice in bulletin and newsletter and assist pastors in making phone calls to those helping with the service when held in the church. Keep a record of memorial contributions.
13. Keep accurate records year long and help with the preparation (along with each staff member and the Clerk of Session) of the Annual Statistical Report which is due mid-January to Seattle Presbytery.
14. And other duties as directed by the Senior Pastor.

Advanced Tasks

These tasks are not required. As the employee is able to demonstrate proficiency in the following Advanced Tasks, in addition to the above Duties and Production Jobs, the hourly wage will be increased to the upper end of the hourly wage stated below.

1. Provide administrative assistance to special programs as needed, including graphic design and publication of materials for retreats, small groups, special events, etc.
2. Assist the Children's Director in database management.
3. Maintain Church Website by updating calendars, keeping information and design current and archiving weekly podcast sermons.

Working Relationships

Report to the Senior Pastor and the Liaison of the Personnel Committee of Session.

This is a 40 hour a week position with office hours of 9 a.m. to 5 p.m. Lunch can be taken on the job or a half hour can be added on either end of the hours above.

The Hourly Wage is \$13.00 to \$15.50 depending on qualifications. There are no medical or pension benefits.