**JOB DESCRIPTION OF SECRETARY (Revised 9/2026)**

**Title:** Secretary (16 hours weekly)

**Purpose:** To oversee the day-to-day administrative duties of the church, under the direction of the Pastor and Session.

**Responsibilities:**

1. Answer the telephone, take messages, and communicate them to the appropriate party(s).

2. Pick up, process and distribute mail.

3. Prepare the weekly service bulletin(s) and any special service bulletins. This includes:
    - Layout of bulletins
    - Printing and folding of bulletins
    - Layout and printing of large print order of service sheets for sight impaired
    - Copying of large print music for sight impaired

4. Set up service(s) the laptop for the projection system.
    - Includes slides to match the bulletin
    - Lyric slides for all music
    - Announcement slides

5. Maintain a bank of lyrics for the projection system. Researching lyric for music not on file. Making sure we have all copyright information for the projector.

6. Maintain the website:
    - Upload files and clipart for posts
    - Update any activities so the schedule is current (add or take down)
    - Post bulletin for website
    - Post newsletter monthly
    - Post Annual report annually

7. Prepare and copy the monthly newsletter, email to bulk list and mail to those who request a hard copy.

8. Order, maintain and manage supplies:

- Office and pastor
- Janitorial
- Sunday school classes/VBS
- Deacons
- Trustees

9. Maintain weekly attendance for the service (s) and annually for Sunday school.

10. Generate and maintain the church directory on a yearly basis.

11. Gather and edit year end reports and prepare the Annual Report for the Congregational meeting in January.

12. Balance and maintain petty cash ledger.

13. Maintain e-copies of bills for Secretary and auditor.

14. Assist Pastor, congregation members, and committees with church related jobs:
    - Financial advisor with bank and investment statements
    - Send e-copies of bills to the auditor
    - Treasurer with bills and request for monies
    - Christian Ed. and VBS, ordering curriculum and classroom supplies
    - Session with the agenda and all related data for their meeting and records that are generated from that meeting (s).
    - Session minutes copied into the records books.

15. Create, maintain, and oversee church files and records. Dispose of old records upon the request of the Session, Pastor, or treasurer. Back up computer quarterly.

16. Communicate with pulpit supply when the pastor is gone. This includes:
    - Make proper bulletin information is supplied if needed
    - Have worship assistants available
    - Have check issued for payment, including their mileage