

Immanuel United Church of Christ

Job Title:	Secretary	Possible:	Lay Minister of Elder Care
Level/Salary Range:	\$10.00/hour to start	Position Type:	Part-time 16 hours/week
Contact:	Robert Vande Hey, Treasurer	Date posted:	August 31, 2016
Will Train Applicant(s):	Yes	Posting Expires:	September 30, 2016
Applications Accepted By:			
E-MAIL: iuccneenah@sbcglobal.net Attention: Bob Vande Hey		MAIL: Bob Vande Hey, Treasurer Immanuel United Church of Christ 118 Oak Street Neenah, WI 54956	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Person must be able to work independently and work with all people in a friendly courteous manner. Confidentiality must be maintained.</p> <p>Daily office duties include: answer telephone, take messages for Pastor and Council President as needed. Distribute mail, and email as necessary. Sign for package delivery when necessary. Keep monthly calendar current with upcoming events for IUCC and organizations/persons using IUCC facilities. Make sure all leasing contracts are current. Be sure all lights are off and doors/windows locked when building is not in use.</p> <p>Change voice recording whenever Pastor is out of office or when the office will be closed and not on the schedule.</p> <p>Provide weekly bulletin for Sunday Service</p> <ul style="list-style-type: none"> • Pastor will provide a copy of the bulletin on Wednesday mornings via email. Check bulletin for information, add clip art to front, insert correct ushers, and reader. Add all informational items to the bulletin and print and fold and have ready for Sunday morning services. Run two large print bulletins. • Provide copy of reading for the week to the assigned reader. • If a communion Sunday, send email to remind person to set up for communion and communion assistant. • Obtain Music Coordinator monthly music selections at the beginning of each month. • Maintain mission dates for insertion of mission items and envelopes as needed. • Obtain pulpit supply when Pastor is not available. • Obtain musician when Music Coordinator not available. <p>Provide general office support</p> <ul style="list-style-type: none"> • Meet with potential renters of the church for wedding/funeral use. Complete necessary paperwork for any event and make sure to line up maintenance person to open and close church as necessary. We charge a \$50 fee. See fee schedule. • Update all calendars that are posted monthly. • Prepare and post any sign-up sheets as necessary for upcoming events such as pot lucks, breakfasts, brunch, etc. Coordinate with St. John's as necessary. 			

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Provide monthly newsletter

- Type and prepare monthly newsletter and all church mailings. Prepare and collect articles for the newsletter. Update "service" schedule for monthly readers, ushers, and greeters, obtain Pastor/Council President reports, update Treasurer's report, and fundraising reports. Any committee meeting minutes should also be included.
- Deadline for information is the 15th of the month. Run off 35 copies of newsletter and file one in the newsletter binder. Email to all other members and friends that have an email address. Send by BCC. Run off labels from Power Church for those members who receive by mail. Should be ready for those to pick up during service the last Sunday of the month to save postage costs. Prepare and mail all the ones not picked up after service, no later than the first of the month.
- Include short version of last month's council meeting minutes.
- Update Website with all new newsletter items the first week of each month. Keep current and add new items as necessary. (iuccneenah.org) through Pagelime.

Provide Council/Treasurer Support

- Council meets once per month usually the 3rd Wednesday at 6:30 pm. Secretary is present to take the minutes. At least two weeks before meeting date, send agenda draft to Council President for approval. After approval, send/email agenda out to current council members. When council meets, take notes, and prepare minutes to send to President for approval of minutes (DRAFT). When DRAFT is approved, run FINAL copy and place in binder and send to all council members and have available at next meeting to approve those minutes. Anything sent to the council has to be sent in WORD, and PDF format. Minutes need to be sign by Council Secretary after approval at the council meeting.
- Prepare yearly Annual Report with Council President.
- Keep file for all upcoming council information for Council President to add item to agenda if necessary.
- Pick up outside users (Fox Valley Chinese School) sign in sheets and copy and give to Treasurer. These groups sign in when they are here and we monitor their usage.
- Help prepare visual and audio support for meetings and service.

Provide Fundraising Records

- Maintain records and collect payment for all scrip purchased and sold by IUCC. Balance with Treasurer monthly/yearly.
- Scrip is ordered on a monthly/bi-monthly basis. Enter new scrip purchased and sales on the spreadsheet.
- Record scrip payment amounts on weekly Funds Report to balance with Treasurer.

Maintain Membership lists

- Update Power Church program with all membership changes. (Member/Youth/Friend of Congregation)
- Run labels for newsletter monthly.
- Add attendance records weekly to Power church.
- Keep membership lists up to date with new members, baptisms, weddings, deaths, transfers in and out. Make sure to update the office church record book located in the bottom of the horizontal tan file cabinet.
- Prepare certificates of transfer when needed.

Maintain Office/Church/Supplies/Equipment/Flowers

- Purchase office supplies as needed, such as paper, toner, ink cartridges, anything requested.
- Work with office equipment contractors to keep copier running smoothly. Order toner.

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- Maintain all cleaning supplies for the Todd Steven & Associate personnel.
- Be in the building when the Todd Steven & Associate person is working.
- Update on line reporting form for any music played that is not in our hymnal. Report on every Monday for the current year.
- Order Holiday supplies as needed, such as Palms, Easter lilies and Christmas Poinsettias.

Maintain accurate key list for building

- Keep a current list of all keys for the building and who has each key. When keys approved by the council and given out, have them sign a receipt form and date.
- When keys are returned, sign the form indicating keys are returned.
- Keep master list on computer up to date at all times.
- Order keys/ have them made as necessary.

Petty Cash

- Manage and distribute petty cash as needed and balance on spreadsheet. Balance with Treasurer at the end of each year or as needed.
- Manage the Pastor's petty cash and submit report when needed to replenish account.
- Maintain emergency supply of Walmart and Kwik Trip \$25 cards for Pastor discretionary Fund.

Holiday Fair

- Work with Holiday Fair committee as needed to get out invitations to outside vendors and letters to businesses requesting donations for our basket raffle.
- Make sure we have all signs updated for the correct day of the fair thirty (30) days in advance.
- Make sure we have containers tickets for all baskets in the raffle.
- Send out thank you letters after fair to all outside vendors and those who contributed items for our basket raffle.
- Send out notices to outside vendors, and post on Craig's list and local media.

Community Meal

- Work with New Hope Lutheran workers for coordination of 1st and 3rd community meal preparation and personnel.

Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Person for this job must be a self-starter and able to work alone. Diplomacy and confidentiality are a must. They must also possess general office skills, Microsoft word 10, Excel, and PowerPoint.

ADDITIONAL NOTES

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	