St Andrews Presbyterian Church

26701 Joy Road, Dearborn Heights, MI 48127

313 274-3820 church.andrew@att.net

CHURCH SECRETARY Job Description

The Church Secretary shall not be a member of the church and is under the supervision of the Administrative Council. Direction in the performance of daily duties shall be given by the Pastor in consultation with the Clerk of Session and Administrative Council. There will be an annual review by the Administrative Council in accordance with the by-laws of the congregation.

The Secretary shall be on duty of 8 to 10 hours a week, the hours mutually agreed upon by the Pastor, Clerk of Session and the Chair of the Administrative Council and approved by the Session through the Administrative Council.

The hourly rate for duties performed will be 16 dollars per hour. Vacation shall be in accordance with the Hourly Employee Benefits Program.

Responsibilities shall be as follows:

1. Church Office
2. Typing for the Pastor, Clerk of Session, Administrative Council members

(Committee Chairpersons)

1. Answer telephone and handle telephone inquiries.
2. Compose and type routine correspondence.
3. Maintain office files.
4. Responsible for typing and duplicating all bulletins and bulletin enclosures.
5. Maintain approved office supplies.
6. Operation and care of office equipment. (Use, call for service, etc.)
7. Maintain the Church Calendar.
8. Produce monthly calendar for enclosure with newsletter in association with newsletter editor.
9. Prepare and mail all congregational mailings.
10. Pick up mail from mail box.
11. Handle rentals of our facilities (Sanctuary, Fellowship Hall including Kitchen, Classroom, Common Room):
* Maintain schedule of rentals.
* Collect rental monies, issue receipts when appropriate.
1. Church Membership
2. Maintain current membership file and mailing list.
3. Accumulate information for use in the church directory.
4. Notify Pastor of members who are hospitalized or request pastoral care.
5. Obtain required information necessary for all records: baptism, church membership, funerals, weddings, and ordinations as directed by the Clerk of Session.
6. Prepare for Pastor’s signature certificates as needed for the above.
7. Report required information to all permanent church registers as directed by the Clerk of Session.
8. Reports
9. Type and duplicate all minutes and reports of session Committees.
10. Prepare a ‘Session Packet’ of all reports and other material requested by the Clerk of Session to be available for Session members the Sunday prior to the Session meeting.
11. Placeapproved minutes in the Session Minute Book each month.
12. Type and duplicate reports for Congregational, Corporation and Special Meetings.
13. Type statistical and other special reports for higher governing bodies as directed by the Clerk of Session.

**Interested parties should call:**

**Rev. David Downton**

**734 740-6562**

**downtoncats@comcast.net**