



Church Secretary

Updated: 2/21/23

Reports To: Senior Pastor
Status: Part-time, 20 hours per week
FLSA: Non-exempt

Job Summary

The church secretary provides administrative and clerical support for the St. John office, staff, and ministries.

Essential Functions:

- Provides receptionist services for the church office
- Provides secretarial services for the staff, boards, and church council
- Maintains the church calendar
- Prepares, prints, and publishes bulletins, newsletters, and other publications
- Produces PowerPoint presentations for worship and announcements
- Updates church records
- Keeps the church's website and Facebook page up to date
- Monitors the video security system

Other Responsibilities:

- Assists the business manager when needed
- Provides occasional back-up for the E-skinny

Minimum Qualifications:

- High school diploma or GED
- Proficiency with MS Word, Excel, Outlook, PowerPoint, and Google Docs

Core Competencies:

- **Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Informing Others:** Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.

Goals for the Coming Year:

- Be able to produce a weekly bulletin alone within 2 weeks of start date.
- Be able to produce a monthly newsletter alone within 2 months of start date.
- Be able to prepare worship slides alone within 3 months of start date.
- Develop a friendly and appropriate rapport with the congregation and staff.