

## **Emmanuel Church Secretary Position Description**

*This position shall be considered “at-will,” and may be subject to termination or resignation by either party at any time.*

**Description:** The Secretary shall assist the Pastor and other Officers of the church by handling various administrative tasks. The Secretary shall keep updated records of attendance, official acts, and other church-related events in the congregation’s record keeping software. The Secretary shall also prepare weekly service bulletins, occasional newsletters, order worship supplies, and other tasks to aid in the life of worship and fellowship at Emmanuel. A fuller list of responsibilities is appended below.

**Hours:** The Secretary shall work 10:00 AM–1:00PM Monday, Wednesday, and Friday for a total of nine hours weekly. In the event a holiday should fall on a scheduled work day, the Secretary may be asked to come in on a different day, or may be asked to work longer hours on assigned days. The particulars will be negotiated with the Pastor/President and Head Elder.

**Compensation:** The Secretary shall be compensated at a starting rate of \$15 per hour.

**Paid Leave:** Emmanuel shall offer two weeks of Paid Time Off per year. PTO will not be paid out yearly if not used. In the event of termination or resignation, PTO granted but not used shall be paid by Emmanuel.

### **List of Responsibilities**

**Daily:** Answer phone; check messages and email; forward pertinent information to the appropriate person/Board; collect/open/sort physical mail; log invoices; forward mail to the appropriate person/Board’s mailbox; maintain a clean and organized Church Office.

**Weekly:** Log attendance using the congregation’s record keeping software (Shepherd’s Staff); create Sunday worship bulletin; gather and enter correct information into the bulletin for service (hymns, servers, etc.); add congregational notes: Radio and Flower donations, prior week donations, etc.; proofread bulletin; print, fold, and add appropriate inserts into bulletins; mail bulletins to home-bound members and as requested; prepare weekly radio script for service; follow-up with visitors according to Pastor’s instructions.

**Monthly:** Check office supplies and order as needed; mail devotional materials to home-bound; prepare and maintain a monthly calendar of events; maintain stock of mailing supplies.

**Quarterly:** Order, download, print, cut, and file lectionary series; order needed special bulletins (funeral, wedding, etc.); Print and mail quarterly Pastor’s Brief.

**Yearly:** Print and distribute various schedules: ushers, radio, finance, candle care, etc.; prepare and submit Congregational Statistics Report; print and distribute Congregational Directory.

**As Needed:** Print special Altar and Flower Guild fliers (Christmas poinsettias, Easter lilies, luncheons, etc.); update member information in Shepherd's Staff, print congregational mailing labels from Shepherd's Staff; order and receive worship supplies as directed by Pastor/Elders (wine, wafers, candle oil, etc.); create special bulletins (wedding, funeral, etc.); maintain stock of pew attendance cards.