



## **Job Description: Secretary / Clerical Associate**

**Reports To:** Pastor and Synod Authorized Minister

**Accountable To:** Rostered Leaders, Congregation, and Church Council

## **Position Summary**

The Secretary/Clerical Associate provides essential administrative and operational support to the Pastor, Synod Authorized Minister (SAM), and church leadership. This role ensures the smooth day-to-day functioning of the church office while maintaining accurate records, supporting communication efforts, and assisting with financial and administrative processes.

## **Key Responsibilities**

- Collaborate with church staff to prepare and distribute communications, including weekly emails, annual reports, and year-end giving statements.
- Recording contributions in ChurchTrac and reconciling records with the Administrator
- Process office and supply orders as approved.
- Attend and participate in scheduled staff meetings.
- Support and maintain church social media platforms
- Ensure adherence to approved budget guidelines in all applicable tasks.
- Manage and maintain the shared Google Calendar, including scheduling and coordination of church activities with appropriate approvals.
- Prepare and distribute correspondence to members, visitors, and leadership as needed.
- Maintain and update church records, including baptisms, weddings, funerals, and other congregational data.
- Accurately track and report work hours using Excel or other designated systems.

## **Schedule & Compensation**

- **Hours:** Approximately 9 hours per week
- **Work Days:** Monday, Tuesday, and Friday (flexible)
- **Compensation:** \$20.00 per hour