

St. Peter Lutheran Church

Secretary Job Description



General

This person is responsible for the clerical duties of compiling, transcribing, and maintaining records and reports within the church/school office. She/He coordinates the office and schedules of the church/school and congregation, and acts as a central receptionist providing information and communication to staff and congregation members.

Qualifications

This person is required to have the following qualifications:

- Supportive of Christian training as it applies to the Lutheran Church and the school.
- Supportive of Lutheran Doctrine.
- Skills with technology in a variety of programs, editing, proofreading, and bookkeeping.
- Skills relative to greeting people who visit the church/school office, answering the telephone, responding to emails, note taking, and relaying notes and confidential/personal messages to the church/school faculty and staff.

Accountability

This person reports to the Pastor(s) and the Principal and is under the direction of the Elders. This person is hired and remunerated by the Trustees. In order to receive feedback and input, the Elders will meet quarterly or more if necessary, for the first year. After one year, this review will happen at least annually.

Job Duties

1. Must always maintain level of confidentiality.
2. Compile, prepare and type weekly worship services and bulletins.
3. Gather info and type church newsletter. Prepare newsletters for bulk mailing.
4. Maintain, update and organize the church/school calendars with calendar events being inputted at least one year in advance when applicable. This includes the annual calendar meeting.
5. Organize, maintain and update various paper and electronic church records and files as necessary, i.e., Shepherd's Staff, baptisms, marriages, deaths, confirmations.
6. Coordinate the church's offering envelope mailing program.
7. Create spreadsheets, compose correspondence, manage databases and create reports as needed using desktop publishing software and digital graphics.
8. Research, compile, prepare and submit yearly reports for synod and District offices.
9. Research, compile, and prepare congregation's Annual Report.
10. Coordinate use of various meeting rooms and gymnasium within the church/school.
11. Compile and maintain list of members transferred, released, removed, etc. for monthly Elder's meeting.
12. Transcribe Elder's meeting minutes. (Attends the meetings, if able, to take notes.)
13. Prepare and distribute the monthly schedules for the Acolytes and Elders.
14. Prepare and send any correspondence, special church mailings, etc.
15. Prepare certificates and/or service folders for baptisms, funerals, weddings, confirmations.
16. Maintain an accurate list of voting members and church officers.
17. Answer church/school phone, receive church emails and respond appropriately to inquiry; take and distribute/forward messages.
18. Distribute all in-coming church mail appropriately.
19. Maintain listing of memorials to the church and send acknowledgment to non-member donors.
20. Must be knowledgeable and able to assist others in use of all office machines, i.e., photocopier, fax, scanner, telephone system.
21. Maintain office supplies inventory and assist in ordering when necessary.
22. Provide assistance to various church organizations and societies in maintaining membership lists and assist in publicizing their events. Prepare and type their handbooks

when requested.

23. Process all invoices received by the church and send to Church Treasurer for payment; resolve billing discrepancies when necessary.
24. Perform limited duties of school secretary when she is unavailable including the summer months.

Adopted 5-16-96

Edited 1/31/21