



PARISH SECRETARY (PART-TIME)

Principle Function: *The Parish Secretary assists and supports the parish and staff with administrative functions and duties.*

Hours: sixteen hours per week. Schedule to be arranged with immediate Supervisor

Supervisor: Director of Development/Parish Admin. **Benefits:** As stated in Personnel Manual

Starting Compensation: \$15/hour (may increase after 90-day probationary period)

Qualifications: Prior office experience, high-school graduate (some college preferred), pleasant phone voice and friendly demeanor, discretion in dealing with sensitive information, self-motivated, strong prioritizing/organizational skills, and attention to detail. Proficiency with Microsoft software (Word, Excel, Outlook, Publisher). May require working from home on occasion which brings self-accountability requirements.

Duties include but are not limited to:

Administrative/General Office support:

- Assist Parish Administrator with general office duties (word processing, phone, filing, photocopies, special projects as assigned, etc.).
- Assist in printing and distribution of parish communications (newsletters, mailings, etc.)
- Assist with the Parish social media management duties (website and Facebook, use of Constant Contact as email support, etc.)

Database Maintenance

- Maintain and update parishioner records in REALM membership database (address, phone, dates, etc.)
- Record new member information
- Remove inactive members as directed by rector or parish administrator
- Provide mailing lists and labels for ministries and special events as needed
- Publish updated parish directory as needed
- Process returned mail/emails and follow up by contacting members to update records
- Maintain REALM groups list and calendar
- Promote REALM to membership and assist parishioners with help and/or training
- REALM training will be provided through videos, online and telephone support
- Keep the parish calendar up to date
- Training is available with the REALM database

Membership Tracking:

- Work with parish Registrar to process and record paperwork for sacraments with special emphasis on gathering information for baptisms, weddings, funerals and letters of transfer
- Verify Church membership when requested
- Assist Registrar with providing annual totals for membership portion of Annual Report

Visitor/New Member Tracking & Support

- Process visitor cards: send follow-up letter of welcome/thank you for worshipping with us, enter mailing information into database
- Distribute new member information to appropriate parish leadership for follow-up/invitations to parish functions (Clergy, Welcoming Committee, BRIDGE, Church School, Youth Leaders, Women of Grace, Men's Coffee Hour, etc.)
- Assist parish leaders and staff in tracking and identifying visitors and new members; generate contact lists of visitors and new members