

**FIRST PRESBYTERIAN CHURCH OF MOUNT VERNON**

***JOB DESCRIPTION***

***ADMINISTRATIVE SECRETARY***

**March 11, 2023**

**Purpose:**

The candidate:

- must have good interpersonal and communications skills and offer a welcoming presence to visitors and callers;
- work with the Pastor, Session committees, and church members to facilitate the church's ministries;
- communicate information to Session committees and church members by phone, mail, or email; and
- must have computer skills for data entry tasks, the generation of reports, and business correspondence.

**Responsibilities**

1. Manage phone calls and welcome visitors to the office.
2. Provide administrative support to the Pastor and Session committees<sup>1</sup>. For example, prepare weekly worship bulletins, collect and compile reports from the Committee Chairpersons for the annual congregational meeting, and assist the Clerk of Session with compiling minutes for Presbytery's annual review.
3. Maintain a mailing list and directory of members and friends of the congregation. In addition, keep a list of active Session Committee chairpersons and their members.
4. Receive, sort, and distribute incoming and outgoing mail.
5. Maintain files of contracts, documents, and correspondence as requested by the Pastor, Clerk of Council, and the Session Committee chairperson. File and track all contracts and agreements between First Presbyterian Church of Mount Vernon and other parties, including building contractors and nesting churches.
6. Maintain a calendar for church functions and other church building and facility use.
7. Responsible for petty cash funds for office use and reporting petty cash use to the Treasurer.

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<sup>1</sup> Church organizations are to assemble and prepare their materials for mailing.

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- 8 a. Responsible for ordering office supplies and scheduling the maintenance and repair of office equipment.
- b. Responsible for ordering church maintenance and cleaning supplies as requested by Sexton.
- c. Report concerns regarding church facility to Building and Grounds Chairperson.
9. Maintain a record of donations received for the approved use of church facilities for functions and parking lot use.
10. Secure the church office and maintain a record of the distribution of keys to all church property. Keep track of when keys are issued to Committee Chairpersons. Committee Chairpersons will return keys to Administrative Secretary once they no longer serve on Session.
11. Recruit volunteers (as needed and as reviewed and approved by Personnel Committee). Work with the volunteers to facilitate the above-referenced tasks.

**Accountability:**

The Administrative Secretary is employed by the Session and works under the supervision of the Pastor.

The Administrative Secretary shall have a job performance review three months after their hire date and annually after that by the Personnel Committee with the assistance of the Pastor.

**Contact:**

Please send your resume to the following:

**Email:** [secysearchfpcmv23@gmail.com](mailto:secysearchfpcmv23@gmail.com)

**Attention:** Personnel Committee