



## CLIFTONDALE UNITED METHODIST CHURCH

### Job Description-Church Secretary

**General Responsibilities:** Serves as the Assistant to the Senior Pastor. Provides high level support in a wide range of administrative functions in support of the Pastor and church while successfully interacting with the Leadership Board, staff, congregation, and community at large.

**Reports To:** The Church Secretary reports to the Pastor and supports other ministerial staff, ministries and church members as directed by the Pastor. Must possess and demonstrate a cheerful, pleasant, friendly, Christian, and professional persona. The Church Secretary is a part-time position and employee of the church and will be subject to federal and state income tax withholdings. A timesheet must be signed by the immediate supervisor and submitted to Finance by the 10<sup>th</sup> and 25<sup>th</sup> of each month. Timesheets are used as the official documents that are retained by the Church as a record of time worked and attendance.

#### **Requirements:**

- Must possess proficiency with personal computers, including Apple MacBook, and in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook. Must be able to use (or learn if not a current skillset) Constant Contact and Breeze Membership software. Must be internet proficient
- Must possess a proficiency in operating standard office equipment including copiers, phone, calculators and fax machine
- Possess excellent people and customer service skills with all ages and abilities
- Possess excellent verbal, written communications, and publishing skills
- Possess the ability to organize, coordinate and create to complete tasks and assignments
- Must be experienced in handling a wide range of administrative, clerical, and executive level support tasks
- Must have the ability to work independently with little supervision
- Must have effective time-management skills
- Willingness to participate in continued professional growth and development
- Ability to protect the reputation and integrity of others through strict confidentiality.
  
- **Receives and directs incoming telephone calls and emails to the Senior Pastor's office.**
  - Answers and screens telephone calls directed to the Senior Pastor
  - Serves as gatekeeper to the Pastor, while ensuring requestors are helped in a friendly and Christ-centered manner.
  - Prioritizes telephone messages for the Pastor
  - Retrieves and disseminates mail

- Makes telephone calls for the Pastor as directed
- Welcomes members and guests in person and on telephone
- Performs related duties as assigned
- Maintain files and databases for the church
- Prepares requisitions for all church bills and sends to Finance Team
  
- **Maintains Pastor's Appointment Calendar (as requested)**
  - Makes appointments for the Pastor, while redirecting those appointments that can be appropriately handled by other staff, Board and congregational members
  - Enters meetings, conferences, society and community engagements, and church-wide activities onto the calendar at the Senior Pastor's request
  - Provides the Pastor with updated daily, weekly, monthly and annual calendars
  - Handles travel plans and preparations for preaching, speaking and ministry engagements
  - Performs related duties as assigned
  
- **Assists With Meeting Preparation**
  - Aids in preparation for meetings and events through the production of documents, handouts, reports, ordered meals, reminders, etc., as requested by the Pastor
  - Records meeting minutes, when requested, and assists in ensuring meetings proceed in a professional and timely manner
  - Performs related duties as assigned
  - Assist Ministry chairs with ordering supplies, making copies, editing material, etc.
  - Ensures operation of equipment by doing preventative maintenance and troubleshooting malfunctions
  
- **Maintains the Pastor's Files**
  - Maintains various types of files and databases for the senior pastor and church
  - Works with publishers and others for any writing assignments
  - Performs related duties as assigned
  
- **Performs Administrative Duties for the Pastor and Church**
  - Reviews and/or drafts the senior pastor's correspondence and answers mail and/or composes letters, as directed
  - Types ministry and church-related correspondence, reports, minutes, etc.
  - Be responsible for calendar management and coordination, requiring interaction with persons both internal and external to Clifftondale UMC and the Senior Pastor
  - Performs related duties as assigned

- **Coordinates and cooperates with the pastoral staff as well as other church staff**
- **Performs other related tasks and as assigned**

**Other Duties and Responsibilities:**

- **Serves as Charge Conference Secretary**
- **Prepares and Prints**
  - Church Bulletins
  - Materials needed for major church meetings and events
  - Church reports
  - Weekly worship service overhead media information
- **Assists in returning the sanctuary, church premises and materials (Bibles, hymnals, offering envelopes) to a neat and orderly state following services and other events**
- **Ensure 1<sup>st</sup> Time Guest Cards are attended to and guests are sent welcome letters the week of their attendance**
- **Unlocks and secures church building when necessary and in the absence of the Facilities Maintenance Technician**
- **Performs other miscellaneous special projects as requested by Senior Pastor**
- **May represent the Pastor while working with members of the congregation, other churches, and the community at large**
- **Serves as the church's principal administrative supply coordinator**
  - Orders, maintains and distributes all administrative supplies. Ensures adequate supplies are on hand
  - Order ministries supplies as directed
- **Consults with ministry leaders to identify/define leaders' needs and requirements relative to space needs in the church.**
- **May occasionally work on Saturday and Sunday as required**
- **May run errands for the pastor as requested**
- **Maintains a positive relationship and communicates with the Leadership Board on a continuous basis and as requested**
- **Performs related duties as assigned by the Senior Pastor**

**Education and/or Experience:**

- High school graduate or equivalent and four years of progressively related experience in an administrative capacity. College may be substituted on a year by year basis in lieu of experience

**This is a position with mileage reimbursement for approved essential travel.  
Performs other related duties and responsibilities as assigned**