

CHURCH SECRETARY

The church secretary shall assist the pastor with the carrying out of his obligations in such a way as to relieve him of the necessity to perform clerical tasks, and to help him to work as efficiently as possible. To work cooperatively with the pastor and others to manage the church office efficiently, and to welcome members and visitors assisting them in a friendly and helpful manner.

The church secretary is directly supervised by the pastor and is responsible to the Board of Elders through the pastor. The Board of Elders has the authority to hire or terminate the church secretary in accord with the pastor's recommendation.

SPECIFIC DUTIES

The church secretary in order to carry out their general duties shall:

1. Check the Friendship Pad sheets each week and send out Visitor Letters. Check the Friendship Pad sheets for members change of address and telephone numbers and record accordingly. Enter attendance records into Shepherd's Staff.
2. Prepare the church worship service, bulletin announcements, and all inserts in preparation for Sunday morning worship in a professional and detailed manner taking every precaution that no mistakes are contained therein to the best of her ability.
3. Maintain communications and publications as approved and reviewed with Pastor or appropriate Board.
4. Enter and maintain accurate records on the congregational data base.
5. Answer the telephone and record messages for pastors, board members, etc.
6. Open and distribute mail accordingly.
7. Organize and maintain an orderly and efficient filing system.
8. Run copies of various materials for boards and organizations.
9. Operate the various business machines in the carrying out of clerical duties: copy machine, computer, scanner, etc.
10. Maintain Mail Slot list.
11. Maintain accurate Church Directory. Copy and run off annually.
12. Compile the Annual Report and distribute each year.
13. Type, copy, and distribute schedules for preaching, ushers, greeters, and elders.
14. Administration of church's website and Facebook page.
15. At the direction of the coordinator of the gas card program and the church treasurer, order gas cards and figure monthly gas card profits.
16. Compile weekly financial paperwork.
17. Order office supplies in a timely fashion to prevent shortages when needed. This includes, but is not limited to:
 - a. Ensure that sufficient quantities of paper for bulletins and other needs are adequate.
 - b. Ensure that sufficient quantities of ink cartridges and toner are on hand.
 - c. Ensure that sufficient supplies of church letterhead and envelopes are on hand.
 - d. Ensure that miscellaneous supplies such as tape, rubberbands, paper clips, and all other office supplies are available.
18. Keep a supply of various forms such as Baptismal forms, check requests, new member forms, etc. readily available.
19. Compile bimonthly newsletter.
20. Upload sermons on You Tube.
21. DVD editing of the service.
22. Perform other duties as assigned.

The church secretary shall maintain absolute confidentiality with respect to all matters pertaining to the conduct of her duties including all people having business with the pastors. Any breach of that confidentiality shall be considered grounds for immediate termination.