

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 as directed by the pastor. 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, bulletin announcements, and all inserts in preparation for Thursday evening and Sunday morning worship in a professional and detailed manner taking every precaution that no mistakes are contained therein to the best of his/her ability. Copy and place bulletins for children each week in the narthex.
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 in Shepherd's Staff, the statistical information sheets in the Office Equipment Room, and the Parish Register. Maintain historical card system for baptisms and confirmations.
5. Compile and distribute the bi-monthly newsletter.
6. Maintain accuracy of the Office Equipment Room calendar and the newsletter calendar.
7. Prepare for baptisms, funerals, confirmations, weddings, and other events as outlined in the black binder and as directed by the pastor.
8. Answer the telephone and record messages for pastors, board members, etc.
9. Open and distribute mail and emails accordingly.
10. Submit invoices, payment requests, and necessary receipts to the accountant in a timely fashion, having first stamped them with the appropriate financial line item number. Obtain required signatures prior to submitting irregular invoices or payment requests to the accountant.
11. Organize and maintain an orderly and efficient filing system.
12. Run copies of various materials for the pastor, boards, and organizations.
13. Operate the various business machines in the carrying out of clerical duties: copy machine, computer, scanner, etc.
14. Maintain Mail Slot list.
15. Maintain accurate Church Directory. Copy and run off annually.
16. Compile the congregational Annual Report and distribute it each year. Complete and submit required Synod reports.
17. Type, copy, and distribute the annual schedule for preaching.
18. Administration of church's website, You Tube page, and Facebook page. This includes uploading service videos, bulletins, and hymns weekly.
19. With approval from the Board of Stewardship, order gas cards as needed. Report monthly to the accountant the value of Grace's gas card inventory. Count gas cards weekly and reconcile the weekly gas card inventory between the amount sold and the amount on hand.
20. Compile weekly financial paperwork. Distribute financial paperwork to the accountant, financial secretary, and Board of Stewardship.

21. 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, rubber bands, paper clips, and all other office supplies are available.
 - e. Manage subscriptions for bulletin covers and *Portals of Prayer*. Order additional bulletin covers as needed.
22. Keep a supply of various forms such as Baptismal forms, check requests, new member forms, etc., readily available.
23. Receive altar flowers weekly and place them on the altar. Maintain communication with the florist, and manage the flower chart and flower payments.
24. Monitor security cameras and maintain building security. Manage scheduled opening and closing of the elevator lobby doors.
25. Track guest organist schedule and ensure they are paid appropriately at the end of each month.
26. Prepare weekly Introit document for the organist, or prepare the *Concordia Organist* .mp3 playlist when no organist is available.
27. Prepare a set of Google Slides weekly for display in the elevator lobby.
28. Submit scheduled events to *The Racine Journal Times* newspaper.
29. Back-up Shepherd's Staff bi-weekly.
30. Complete Memorial Fund donation acknowledgement letters, and record Memorial Fund donations on weekly financial paperwork.
31. Receive and document the receipt of rent payments for the church-owned rental houses.
32. Perform other duties as assigned.

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