

## **Job Description for Church Secretary**

- Answer phone and take messages for Pastor and other staff.
- Distribute mail among staff, boards and committees.
- Sort through Pastor's mail.
- Answer mail - correspondence, phone calls, etc.
- Listen to messages and respond.
- Check email and respond.
- Type letters and schedules for Pastor, and other things as needed.
- Take wedding and baptismal information for Pastor.
- Type, print, and fold weekly bulletins, including Children's bulletins.
- Gather weekly announcements, layout early in week for printing in Bulletin.
- Keep Membership Book up-to-date. New members, baptisms, weddings, deaths, transfers in and out.
- Prepare Certificates of Transfer In/Out – notify churches, if requested by a new member.
- Keep computer database up-to-date. Add new members, children, friends and those interested in being on the mailing list.
- Keep mailing list up-to-date.
- Keep monthly calendar current.
- Type and prepare bulk, all church mailings.
- Prepare and collect articles for the Newsletter.
- Responsible for upkeep and maintenance of office equipment.
- Responsible for the ordering of office supplies, including paper.
- Be sure there is adequate supply of church stationary and stamped and bulk mailing envelopes, Newsletter shells and Welcome cards.
- Type and prepare Annual Reports.
- Prepare annual Conference reports.
- Send out reminders for Board and Committee meetings (those Boards and Committees that request it).
- Keep office files current.
- Type and keep adequate supply in files of Baptismal booklets, Wedding booklets, and Marriage Counseling forms.
- Take baptismal information from parents, put on calendar, and prepare certificate.
- Prepare New Member packets for New Member Gatherings.
- Help Committee with annual Pledge Drive.
- Order Holiday supplies – Palms, Christmas Candlelight candles.

- Keep accurate list of Christmas and Easter Memorial flowers.
- Prepare bulletin for Memorial services, if requested.
- Always check Fellowship Hour board, letting Social Committee know where to fill in gaps.
- Take rental information for Business Manager that comes in over the phone.
- Keep track of table and chairs being loaned out of the building.
- Pass historical data and pictures on to Historical Committee.
- Prepare quarterly mailing labels for Financial Secretary.
- Let The Hour know of any changes in our Saturday ad.
- Type letters for Business Manager, as needed.
- Order Hymnals, if needed.
- Have printing material prepared for pickup.
- Water plants on Fridays.
- Type "From The Pulpit" (sermons).
- Prepare Bible Study Booklets each month.
- Work with Boards/Committees on various projects.
- Prepare sermon, announcement and sign-up posters.
- All the other "little" things that come up during each day!