

36th Street Church of Christ Church Secretary Job Description

Job Title:	Secretary
Position Status:	Full-Time Regular—Non-Exempt
Hours:	30-35 per week (typically M-F 9am—3:30pm—some flexibility considered. Includes a 30-minute non-compensable meal break. Daily time sheet will be kept and turned in to Treasurer weekly)

Purpose

The purpose of this position is to support the leadership, staff, and overall mission of the 36th Street Church of Christ. Conducts and organizes administrative duties and activities including receiving and handling information.

Qualifications

1. Must be a member in good standing
2. College graduate or equivalent work-related experience
3. Strong computer skills are imperative (MS Windows, Publisher, Word, Excel, PowerPoint, Outlook), including a working knowledge of church website and social media.
4. Working knowledge of the use and maintenance of office equipment (copier, folder, printer, fax machine, laminator, etc.)
5. Strong organizational skills
6. Excellent command of English language composition and punctuation

General Duties

1. General maintenance and organization of the Secretary's office
2. As information comes into the office, contact elders, preacher or others regarding special ministry needs of members (sickness, hospitalization, death, etc.). Check hospitals for condition/status of members or extended family of members.
3. Gather and prepare written announcements and make available prior to each service, ensuring information is accurate and current
4. Order supplies (office supplies, classroom supplies, maintenance supplies, communion materials, and other supplies when notified by the appropriate person)
5. Routine filing of paperwork and reports
6. Organize and maintain church calendar and scheduling of events
7. Call for maintenance around the church when notified by the appropriate person
8. Prepare, print, fold, and distribute weekly bulletin; prepare other teaching outlines or class material as requested
9. Mail bulletins to shut-ins and others (from printed mailing list)
10. As requested, notify worship participants each week
11. Open and distribute incoming mail and correspondence
12. Answer and screen incoming phone calls
13. Receive church visitors in accordance with safety and security protocols
14. Review and respond to appropriate e-mails
15. Keep accurate membership records (i.e. baptisms, weddings, deaths, transfers, new members, change of address, phone numbers, emails, etc.)
16. Update church website on an ongoing basis—including daily announcements, directory updates, audio and video sermons uploaded, and other website updates as requested

General Duties (con't)

17. Maintain petty cash with accurate records and receipts
18. Help with teaching program administratively as needed
19. Coordinate/assist with special events as needed
20. Maintain a current list of church key holders and provide keys to persons as needed. Collect keys when people leave
21. Administer lost and found center
22. Maintain an Office Procedure Manual so that information as to the function of the church office is kept up to date and easily accessible to others should it be needed
23. As necessary, update any printed materials so that information is accurate and current
24. Prepare letters and other correspondence for elders, preachers, or staff, as requested
25. Keep all mailing lists up to date
26. Fill communion cups and place trays in refrigerator prior to leaving on Friday (optional)

Other General Expectations

1. Should have the ability to work independently without supervision
2. Should always exhibit professionalism in appearance, work ethic, and accountability
3. Protect the reputation and integrity of others through strict confidentiality
4. Demonstrate a high level of trust
5. Display the ability to communicate well, both verbally and written
6. Create an environment that is inviting to any and all who pass through on a daily basis
7. Keep abreast of protocol by keeping policies and procedures current and drafting needed procedures for review by church leadership
8. Should be a self-starter, good at multitasking and prioritizing projects
9. Should give attention to details with an eye for excellence as well
10. Timely attendance with ability to vary schedule when needed