

Reedsburg United Methodist Church
Job Description for Church Secretary

Job Identification

Title: Church Secretary

Reporting relationships:

The Church Secretary works under the supervision and guidance of the Pastor. The Church Secretary is assigned a liaison from the Pastor Parish Relations Committee to share any professional or personal concerns.

Job Qualifications:

Personal Qualifications:

- A. Must be a Christian of good reputation.
- B. Must be a pleasant person who gets along well with other people and can relate well with many.
- C. Must be organized.
- D. Must maintain confidentiality at all times.

Job Skills:

- A. Must have a high school diploma.
- B. Must be comfortable working with computers, technology and a variety of software including working knowledge of Microsoft Word, Outlook, Publisher and Excel.
- C. Must be comfortable using social media (Facebook, Twitter, etc.) and able to learn and adapt to new software.
- D. Must be familiar with copy machines and other office equipment.

Responsibilities

1. Type letters, bulletins, newsletters, sermon notes and other materials needed for church programs in the Faith UMC, Reedsburg UMC and Casa de Oración congregations.
2. Support all other church staff and committees in their required duties.
3. Make telephone calls to set up pastoral contacts, remind members of meetings, etc.
4. Status checks by phone on absent, ill or homebound congregants.
5. Church errands to get supplies and materials needed for the office, trips to the Post Office, etc.
6. Provide hospitality for church sponsored events and /or meetings.
7. Pick up mail at Post Office daily during the week.
8. Some recordkeeping, filing and copying materials as needed.
9. Keep membership books updated and current.
10. Use the computer to compile data, run software, print reports, create projected service files, etc.

Updated 05/05/2010

Updated 08/01/2013

Updated 06/14/2016

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11. Take accurate messages from phone calls and people who stop in at the office, including phone numbers.
12. Research and purchase supplies, etc.
13. Must be able to cope with unexpected situations and make decisions as to how to proceed. (i.e. problem solving)
13. Compose articles for and compile the monthly church newsletter. Process the monthly newsletter for bulk mailing.
14. Schedule meetings (administrative council, finance, membership, etc.) and send reminder emails to committee members.
15. Maintain a list of visitors from pew pads and send names to the Visitor Correspondent. They will then send a postcard for visiting our church.
16. Help with mailing of quarterly financial statements.
17. Schedule groups/organizations using the church facilities after approval of Pastor and/or Trustees Chairperson.
18. Compile and maintain list of loaned keys and church property (i.e. chairs & tables)
19. Screen candidates for and administer Good Samaritan records and gas voucher inventory.
20. Communicating and/or creation of promotional information for the Reedsburg Utility Community Access channel, Reedsburg Chamber of Commerce, radio stations (WCNP) and the surrounding community churches.
21. Maintain a current representation of the church body and it's happenings on the website and social media.