

County Line Church of the Brethren

Church / Financial Secretary Job Description

Purpose of Position:

Primary function is to provide a welcoming, confidential, and positive environment for all visitors of the church during office hours. Additionally provide support for all activities of the church as well as support services for the Pastors, co-workers, and ministry workers as needed. This Position is responsible to the Senior Pastor.

Job Duties Include, but are not limited to:

Secretarial Work:

1. Greet People as they come in.
2. Organization and maintenance of office area, supplies, and equipment.
3. Answer and respond to all Correspondence: phone calls, mail, email, social media, etc.
4. Maintain the church mailing list and email lists and keep them current.
5. Creating and Distributing all mailings and labels.
6. Maintain up to date church membership with deacon assistance.
7. Proofreading all paper work going out of the office.
8. Prepare and produce weekly Bulletin, Newsletter, and yearly Directory.
9. Record all counts for church services and activities.
10. Order all Supplies that are needed (Office Supplies, Custodian Supplies, Music, Books, Special Gifts, Bibles, Etc.).
11. Maintain all files pertaining to the position.
12. Organize and maintain church calendar.
13. Fill out special documents for Baptisms, Dedications, etc. when needed.
14. Coordinate scheduling for Weddings and Baptisms.
15. Schedule use of buildings by community/outside groups.
16. Maintain church website and social media pages.
17. Produce fliers and digital slides for announcements and advertisements.
18. Notify all Pastoral Staff of member hospitalizations, deaths, etc.
19. Notify stewardship of any building issues.
20. Communicate with ministry leaders of upcoming events and other information.

Financial Work:

1. Count all weekly offerings with treasurer.
2. Receive and secure collected weekly offering.
3. Maintain a record of the weekly offering and confidential individual giving.
4. Conduct all Banking activities.
5. Prepare and Mail giving receipts at the end of the year.
6. Communicate with Treasurer about all financial matters weekly.
7. Maintain a record of all Purchase Orders.