

## Life Church Secretary Job Description

The primary role of the Life Church Secretary is to provide support to the pastors, administrative staff and congregation. This individual is often the first, last, and at times, the only person that a visitor will come in contact with at Life Church and must be someone who has a love for people that is contagious.

### **Compensation**

- Part Time
- Approximately 21 - 25 hrs/week
  - Special events may require additional hours
- Starting wage: TBD
- Requesting a minimum of a 2-3 year commitment

### **Typical Hours**

- Working Hours
  - Tuesday: 8:15am – 4:30pm
  - Wednesday: 9am – 4:30pm
  - Friday: 9am – 4:30pm
  - Periodic Holiday, Weekend, and Evening hours

### **Responsibilities**

- Clerical Tasks – Scheduling, Filing, Answering Phones, Etc.
- Facilitating multiple avenues of communication with the office staff, volunteers and congregation
- Volunteer Coordination
- Maintaining Membership Records
- Praying for people
- Running errands
- Cleaning
- Financial – Minimal
- Other assigned projects
- More extensive list to be reviewed at the time of an interview

### **Qualifications**

- Able to maintain confidentiality
- Self-motivated
- Attentive to detail
- Multitasker
- Character
  - Has a Love for Racial Diversity

- Friendly and a Gatherer
- Learner
- Team Player & Team Builder
- Authentic/Transparent
- Attitude of Excellence
- Strong Work Ethic
- Ownership
- Technical Abilities
  - Microsoft office, Outlook, Mac Mail
  - Clear written and verbal communication skills

### **Requirements**

- High School Diploma or GED
- Must be a member of Life Church or actively pursuing becoming a member

### **Include Additionally**

- A Life Church Application – to be completed through the Life Church website
- A PDF version of your resume, with a cover letter, explaining your interest and reasons for applying for this specific position
- At least 3 references
- A separate document in which you answer the following questions:
  1. Have you worked or volunteered in a ministry position, in the past, and if so, how did you utilize your role to contribute to the growth, spiritually and/or numerically, of those within the ministry.
  2. Are you currently serving as a volunteer in a ministry? If yes, in what position and why did you choose that position? If not currently serving, what is causing you to not serve?
  3. Why did you leave your previous church?
  4. Why are you leaving your current position for this one?
  5. Why should yours be the only resume we look at? What sets you apart?

\*\*\*All application information can either be dropped off at the Life Church office or emailed to the Laura LeBeau at [laura@life-church.co](mailto:laura@life-church.co).