

St Luke's Lutheran Church

Position Title: Church Secretary

Position Purpose: Provide the daily administrative services for the congregation, such as reception, communications, publications, record-keeping, etc.

Position Category/Type: Employee

Supervision/Reports To: Pastor

Qualifications:

1. A professed and practiced belief in Jesus Christ as Lord.
2. Previous administrative and/or clerical experience.
3. Excellent interpersonal skills for working with staff, members and the public
4. Excellent organizational skills and flexibility for required record-keeping, scheduling, communications, etc.
5. Demonstrated proficiency with office administration tools (computers, phones, etc) including computer software such as word processing, basic spreadsheets, etc.
6. Commitment to strict maintenance of confidentiality.
8. Ability to provide a cheerful and positive representation of the congregation in all communications, in person, over the phone, and in writing with church members and the public.
9. Excellent command of English grammar, composition and punctuation.

Role and Responsibilities:

Due to the varied and evolving nature of the functions of ministry, these are representative of the role and responsibilities of this position rather than an exhaustive list of duties:

1. Maintenance and organization of reception area to present a neat and welcoming appearance.
2. Receive, screen and route all incoming calls, answering questions, providing information, and meeting the needs of the caller whenever possible.
3. Receive, distribute, and disseminate all mail and correspondence, electronic and printed/packaged, responding to the sender when appropriate, possible, necessary, or requested to do so by staff.
4. Organize and maintain the church calendar, and send notices of activities and events as required or requested.
5. Manage scheduling of the church rooms and areas for meetings and activities.
6. Maintain a schedule of special worship events including weddings, funerals, memorial services, baptisms, etc, and prepare and print bulletins and certificates for such events as needed.

7. Act as the purchasing agent for all office supplies.
8. Arrange maintenance of all office equipment as needed.
9. Organize, prepare, and print all bulletins, folders, and inserts for worship services and other church programs.
10. Remind persons accepting worship responsibilities of their assignments.
11. Prepare and print a monthly newsletter and prepare and print the Annual Report of the Congregation and Directory.
12. Maintain accurate and up-to-date files and membership statistics for the official records of the congregation, and provide them for the Annual Report to the North Carolina Synod of the Evangelical Lutheran Church in America.
13. Maintain and post a current list of hospitalized/prayer list members, and inform the Pastor(s) of hospitalizations, deaths, and other occurrences requiring pastoral attention.
14. Maintain the database of the congregation and be responsible for notifications to members of the congregation of significant events and activities through the phone tree and/or other means as requested by the Pastor or Congregation Council.
15. 15. Supervise the counting of all offerings and revenue, and record and maintain accurate up-to-date records of contributions.
16. Maintain petty cash, if any, with accurate records and receipts.
17. Assist tellers with counting of offerings and prepare bank deposit forms.
18. Recruit, organize and supervise volunteers needed in fulfilling the role and responsibilities of the Church Secretary, including arranging for a substitute to keep the office when the Church Secretary is away.

Anticipated Hours/Schedule

1. Normal hours are M-F, 9am-noon.
2. Occasional schedule flexibility as arranged with Pastor.