

Church Secretary Job Description  
United Presbyterian Church of Belvidere

Position type: Part time position, 20 hours/week; hours are flexible, as long as there are *consistent* hours on at least three days per week.

Remuneration: \$11/hr

Purpose: The role of the Church Secretary is to support the mission and ministry of the congregation of United Presbyterian Church of Belvidere by assisting the pastor and the church's leadership (Session) to manage the day-to-day operations of the church, which shall include, but *are not limited* to the following:

- Produce, reproduce, and collate documents for Sunday worship services, special services, congregational meetings, monthly newsletter, email, and social media publications.
- Maintain membership directory and church registers, master calendar and event lists. Data entry of receipts and membership information.
- Answer the phone and receive visitors to the office. Maintain contact with committee chairs, clergy, presbytery office, and community members as necessary.
- Oversee the maintenance of office equipment and files, order and purchase office and maintenance supplies as needed. Oversee maintenance of organ and piano, schedule tunings. Open the office for people who need to use the building during office hours.
- Prepare and submit news items to appropriate news outlets in a timely manner.
- Other duties as needed to support the church's program.

Qualifications and Expectations:

Candidates considered for the position:

- will need solid, demonstrable interpersonal relationship skills, good organization habits, and an understanding and practice of confidentiality needed in a church setting.
- will be able to work independently and pro-actively.
- will be experienced in Microsoft Office tools including Word, Publisher, and Excel, and will be willing to learn the church information software programs.
- will get along with Max, the office dog.

Accountability: Supervised by the pastor and responsible to Session through the head of the Personnel committee.

To apply for the position, go to Facebook, access United Presbyterian Church of Belvidere page, and fill out the application.