

First Church of the Brethren

Eden, N.C.

Church Secretary Job Description

Purpose of Position:

Primary function of the church secretary is to oversee communications and activities of the church office, as well as reporting directly to the pastor regarding the needs as related to the church.

Church Secretary's responsibilities include, but are not limited to, the following:

1. The church secretary is the pastor's secretary. As such, the secretary does word processing/typing, filing, copying, scheduling, etc., as needed.
 - 1.a. Neat dress required.
2. The church secretary should work in the church office at least 16 hours per week.
3. The church secretary shall receive one week vacation, with pay, per year. One month's notice regarding upcoming vacation time is requested. Other holidays when the church office will be closed throughout the calendar year will be addressed yearly.
4. Answer phone and take messages for the pastor and others, as needed. (Including screening, routing and scheduling pastor's incoming calls/requests)
5. Pick up, mail and sort pastor's (and church's) mail, as needed.
6. Respond/Answer mail and/or emails, as needed.
7. Formulate informational phone tree messages and emails to all church members, as the needs arise.
8. Pickup local supplies as needed for the office, the pastor or the church. (bulletins, office supplies, etc.)
9. Typing and compiling information annually for church board committees' budgets.
10. Schedule church calendar and provide information on upcoming events in advance through a monthly calendar, as well as in the weekly church worship bulletin.

11. The typing of the bulletin, supplying all necessary information for upcoming events and church related news. (typed, folded and prepared for Sunday's services)
12. Maintain church membership roles with accurate active and inactive membership information.
13. As information comes into the office the secretary, when necessary, should contact the proper leadership when made aware of special ministry needs of the membership. (illnesses, deaths, address changes, etc.)
14. Maintain files and order of information that is stored within the church office.
15. Prepare and type monthly church newsletters.
16. Prepare annual Conference reports and any other necessary reports from church board commission chairpersons.
17. Keep computer database up to date by adding new members, births, weddings, deaths, address changes, etc. [Make Stewardship Commission chairperson aware of any issues or malfunctions with the church office equipment.]
18. Maintain order and cleanliness on and around the desk, and in the church office. (No food or drink items shall be left in the office or in the office's trashcan.)
- 19.. Take mailings to the post office on an as-needed basis.
20. Must ensure the church's alarm system is disarmed upon arriving at church and armed upon exiting the church.

The Executive Board and the Church Secretary agree that if there are valid reasons to terminate this agreement of employment, a two weeks advance notice, in writing, would be required. In addition, there will be an annual review of the church secretary's performance so that any questions or concerns (from the Ministry Commission and the Church Secretary) might be addressed at that time..

The following signatures indicate that the Ministry Commission, the Church Board Chairperson, and the Church Secretary approve of this Agreement of Employment.

Church Board, Chairperson _____
signature

Ministry Commission, Chairperson _____
signature

Church Secretary _____
signature

Date