

Help with screen during communion service ?

*if it is truly a
secretaries duty.
Many congregations have
youth or confirmation
students handle
this task.*

**TRINITY LUTHERAN CHURCH
SECRETARY JOB DESCRIPTION
(2006)**

Title: Church Secretary

General Description

The Secretary hired by the congregation, to perform all of the secretarial functions for the Pastor and the congregation.

Receptionist

1. Answer the phone in a pleasant and friendly manner, taking messages and forward them promptly to the person they are intended for.
2. Assist people who come in the church
 - a. Answer questions.
 - b. Direct people to pastor or proper chairperson.
3. Open mail on a timely basis and distribute promptly.
4. Be available during regular office hours.
Make certain congregation is aware of office hours for each week. Hours are to be posted at the church, in the newsletter and bulletin.

Manage the Calendar and Facility Use

Assist persons requesting use of our facility—filling out forms, receiving a deposit, showing rooms and equipment that is available.

Maintain servicing of the equipment, such as photocopier and computer.

Order supplies such as bulletins, certificates, communion wine, wafers, communion cards, etc.

Order needed office supplies such as copier paper, envelopes, etc.

Take copy count when reading request comes in the mail.

Word Process the following documents

1. Correspondence for the pastor, church council and committees *as requested*
2. Report for synod
3. Policies and Procedures
4. Weekly Sunday bulletins and special service bulletins
5. Annual report
6. Women's yearbook
7. Sunday School Christmas program
8. Vacation Bible School program
9. Sunday School guidelines
10. Sunday sermons (if pastor requests)
11. Other documents as requested by pastor or council.
12. Newsletter—type articles, edit and copy
13. Monthly agendas and treasurer's reports for council (if requested)
14. Instruct those wishing to use the computer on proper usage.
15. Funeral bulletins (if requested)

16. Keep Church Records current and accurate.

1. Baptisms, weddings, funerals, confirmands, new members, transferred members, (post on the computer, and record in permanent record book. Keep church roster up-to-date.
2. Keep financial records on computer, print financial reports from computer and keep a backup disk and hard copy of the church records. *Includes donations and reconciling bank statement and Bank accounts,*
3. Post communion attendance on the computer and in the church permanent record book.
4. Address changes (post on computer, update list for Lutheran magazine and Nebraska Lutheran)
5. Complete certificates for baptisms, confirmation, first communion, weddings, and new members.
6. Complete quarterly and yearly reports of members' offerings. This needs to be done in a timely fashion. Very important that these are accurate for those reporting offering for tax purposes.

Miscellaneous

Research baptismal, wedding, confirmation and funeral information for church and families.

Run address labels for committees, mailings and newsletters

Prepare bulk mailings—complete post office forms

Maintain lists (committee members, shut-ins, etc.)

~~Keep a file of committee minutes and make copies for the council~~

Maintain a filing system for current correspondence and archives for the church

“General Handyperson”—fix jams in copier, etc.

Collect offering and take to bank immediately for deposit
Need to be on time to help volunteers count the money

Other items assigned by the pastor and congregation

Mail weekly bulletins to our home bound members.

Copy Women's WELCA magazine for WELCA Board. *(as requested)*

Post service leaders for the current month on the bulletin board.

Contact and make sure that designated people and service groups are notified for baptisms, weddings, funerals and functions are church (i.e. potluck, etc.)

*Open church Sunday mornings, Open church on days Pastor is out of town for vacation or conferences and lock it in the evening,
Attend worship committee monthly meetings,*