

TRINITY LUTHERAN CHURCH

SECRETARY JOB DESCRIPTION

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

- Approximately 10-12 hours a week

Receptionist

- Answer the phone in a pleasant and friendly manner, taking messages and forward them promptly to the person they are intended for.
- Assist people who come in the church, Answer questions, Direct people to pastor or proper chairperson.
- Open mail on a timely basis and distribute promptly.
- 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.

Word Process the following documents

- Correspondence for the pastor, church council and committees
- Reports for synod
- Policies and Procedures
- Weekly Sunday bulletins and special service bulletins
- Annual report
- Women's yearbook
- Sunday School Christmas program
- Vacation Bible School program
- Sunday School guidelines
- Sunday sermons (if pastor requests)
- Other documents as requested by pastor or council.
- Newsletter—type articles, edit and copy
- Monthly agendas and treasurer's reports for council (if requested)
- Instruct those wishing to use the computer on proper usage.
- Funeral bulletins (if requested)
- Keep Church Records current and accurate.

Records

- Baptisms, weddings, funerals, confirmands, new members, transferred members, (post on the computer, and record in permanent record book. Keep church roster up to date.
- Keep financial records on computer, print financial reports from computer and keep a backup disk and hard copy of the church records.
- Post communion attendance on the computer and in the church permanent record book.
- Address changes and post on computer
- Complete certificates for baptisms, confirmation, first communion, weddings, and new members.
- Complete yearly reports of members' offerings. This needs to be done in a timely fashion. 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 count with volunteer help and take to bank immediately after counting
- Post Contributions to the computer
- Other items assigned by the pastor and congregation
- Post service leaders for the current month on the bulletin board
- Send worker letters 15th of Month before they are assigned to work - (Ushers/Greeters/Acolytes/Readers/Communion Setup)
- Get readings to Scripture Readers
- Contact and make sure that designated people and service groups are notified for baptisms, weddings, funerals and functions are church (i.e. potluck, etc.)
- Collect articles and put together newsletter (mail and put in boxes Friday before last Sunday of the month)