

SHELTON PRESBYTERIAN CHURCH

Shelton, Washington 98584

Church Secretary Job Description (Session Approved 1-12-15)

Purpose: To provide secretarial services for Shelton Presbyterian Church.

Accountability: Accountable to the Pastor as head of staff. Must be committed to Jesus Christ.

Responsibilities:

1. Perform the function of secretary to the Pastor, and paid staff.
2. Receive and screen incoming telephone calls and e-mails. Distribute mail.
3. Produce Sunday bulletins and song slides for Sunday morning.
4. Coordinate, edit and mail monthly newsletter.
5. Maintain church correspondence file, and church calendar as directed by staff.
6. Maintain membership mailing lists on computer database.
7. Order office materials and general supplies, with approval of staff.
8. Operate computer and other office equipment.
9. Direct activities of volunteer staff.
10. Other functions as time permits.

Knowledge, Skills, and Abilities

1. Must know Servant-keeper software or be willing and able to learn it.
2. Must have basic skills in using Microsoft Office, including Word, Publisher and Excel
3. Must be a self-starter
4. Must have the ability to solve problems connected with office duties and responsibilities.
5. Must be able to work with Pastor and Youth Coordinator as a team member related to any of the responsibilities listed above
6. Must be able to team with church volunteers and share the common secretary work area.

Relationships: Accountable to the Pastor as head of staff.

Evaluation: Performance reviews will be conducted annually by the Pastor with guidance and feedback from Personnel Ministry Committee and Session.

Hours: 12 hours per week Monday through Thursday. Hours will be determine at time of hire.

Compensation: \$12.50 per hour. There are no benefits, e.g., medical, life insurance, unemployment, retirement, etc., provided to the occupant of the position of church secretary.

Paid Vacation: One week (during year-end office closure)