

SHELTON PRESBYTERIAN CHURCH
Shelton, Washington 98584

Church Secretary Job Description
Session Approval 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.

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.

Hours: 12 hours per week Monday through Thursday. Morning hours will be TBD.

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.

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