**Job Description: Church Secretary**

# Purpose:

The church secretary is an essential element in the smooth functioning of a church. She typically runs the church office, handles the administrative responsibilities and provides a wide range of support to the pastor and his staff. She is often the first person visitors and newcomers come across at the church, whether by phone or in person, and is therefore an important part of the church's public image and outreach. Discretion, a positive attitude, strong problem-solving abilities and excellent interpersonal skills are critical qualifications for anyone occupying this position.

# Responsibilities:

* Office hours 9:00 AM - 1 :00 PM Monday through Friday.
* Acts as the church office receptionist directing phone calls, appointments, and guests throughout the church.
* Keeps the church events calendar for pastor and every department. Reminds department heads or other leaders of dates for special events. (dinners, meetings etc.)
* Keeps pastor and staff, deacons, and others informed of crises or ministry opportunities within the congregation and community.
* Maintains church files in cooperation with the Pastor, Staff and Treasurer. Prepares, edits and produces all church publications.
* Prepares news releases in cooperation with the Lead Pastor, staff, department heads.
* Assists the Lead Pastor in preparing events, baptisms and special presentations. Inventory of paper good, cleaning supplies, etc.
* Purchase of all item to keep church in stock of essentials. (office, kitchen, bathrooms, cleaning supplies)
* Works with other staff and department heads to help the church prosper in every way. Assists the Church Treasurer. (bank deposits, bill paying)
* Must seek pastoral and/or treasurer's approval before dispersing general church funds.

**Qualifications:**

* Authentic relationship with Jesus Christ as Savior and Lord.
* Love and respect for people.
* Ability to organize, coordinate.
* Sense of humor and positive attitude.
* Strong team player with the rest of the staff and congregation.
* Committed to the church's vision, leadership, and people.
* Dependable, responsible, self-motivated and creative. Phone and message skills
* Website management
* Word, Publisher, Outlook Computer skills

# Responsibility For All Paid Staff To The Church

1. All paid staff will do to their best to uphold pastor's vision for church.
2. All paid staff will be completely loyal to pastor.
3. All paid staff is allowed 2 weeks per year paid vacation. Any extra time must be cleared through pastor.
4. Paid staff must be faithful to all church services & functions.
5. Paid staff must be active in altar times for themselves and also for the people they have charge of.
6. All paid staff will generally be involved in all church functions.
7. Each paid staff member must always have the church at heart & always be an open

advocate for the church. Never smearing the name of the church or its leadership.

1. Faithful, in their church attendance & giving.

I. Faithful, to preach & teach the full Counsel of God’s Word.

1. Must be faithful, as Gods role model.
2. Must be faithful, to uphold holy standards.
3. Willing to give extra of themselves if need be to advance the kingdom of God.

**Remember:** These guideline & job descriptions for staff are set by the pastor and they are not merely suggestions for anyone just to consider, but they are requirements to serve on staff at our church.