

FIRST PRESBYTERIAN CHURCH SECRETARY POSITION DESCRIPTION

First Presbyterian Church of Independence, MO, seeks a qualified, experienced Office Secretary to serve the mission and ministry of our congregation.

PURPOSE: The Church Secretary will perform secretarial duties for the Pastor and the administrative aspects of the church's ministry.

ACCOUNTABILITY: The Church Secretary is directly accountable to the Pastor.

RESPONSIBILITIES:

1. Be a helpful and welcoming presence to church members and visitors who come to the church.
2. Maintain confidentiality in keeping with professional standards.
3. Answer, record, and relay telephone calls and messages to appropriate individuals.
4. Receive and sort incoming mail. Process outgoing mail.
5. Keep the Pastor aware of any pastoral needs of members that come to your attention.
6. Type minutes, correspondence, memorandums, weekly and special bulletins, monthly newsletter, listings, and letters to visitors, officers' manuals, and other assigned documents at the direction of the Pastor.
7. Prepare and assemble materials needed for the Committees, Session, Trustees and Deacon meetings.
8. Order authorized supplies, coffee, and equipment.
9. Be responsible for office bills and the checkbook used for office expenditures. A monthly report of office expenditures will be made to the Trustees for reimbursement of the office checking account.
10. Provide reminder notices and agendas to individuals, committees, and boards as directed by the Pastor.
11. Arrange building access, in conjunction with the lead custodian when appropriate.
12. Prepare special reports, annual congregational report, all church calendar and the General Assembly statistical report assuring they are properly routed at appropriate time.
13. Maintain current files and historical church records in appropriate locations at the guidance of the Clerk of the Session:
 - a. Official membership directory – Secretary will work together with Clerk of Session
 - b. New member letters not held by Clerk of the Session
 - c. Baptisms, marriages, deaths
 - d. Session minute books
 - e. Minutes of congregational meetings
 - f. Church and Sunday School attendance

- g. Visitor attendance and letters
 - h. Birthdays
14. Coordinate volunteers to cover office duties during scheduled/approved absences.
 15. Responsible for upkeep and supervision of office machinery.
 16. Arrange for the rental of Westminster Hall, type invoices and follow up on financial obligations of the Building Use Representative. Notify custodians of arrangements needed by renters and the dates involved.
 17. Update Church calendar as needed and report all changes at staff meetings.
 18. Other Duties approved by the Pastor.
 19. Exhibit a positive attitude and sense of teamwork.

QUALIFICATIONS:

- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills

COMPENSATION:

The Secretary will be compensated every two weeks based on current wages. This is a full-time, non-exempt position which includes sick leave, vacation, and health-insurance stipend as part of the package.

Vacation and sick leave are outlined in the Personnel Handbook.

EVALUATIONS:

In compliance with Church Personnel Policies, a written performance review shall be conducted annually by the Pastor and Personnel Committee.

Signed: _____ Date: _____

Acknowledgement of Job Description