

BALLS MILLS UNITED METHODIST CHURCH

JOB DESCRIPTION – SECRETARY

GENERAL SUMMARY:

The church secretary has direct responsibility for the general clerical duties of the church, under the direction of the pastor. Other secretarial duties requested from other persons or committees throughout the church may be done at the discretion of the secretary as a second priority as time permits. The secretary reports to the Staff Pastor-Parish Relations Committee according to **The Book of Discipline**.

EDUCATION:

A basic understanding of clerical duties is required. Also required are the knowledge of word processing (proficient in Power Point), and the use of computers and copiers. Knowledge of the software Servant Keeper helpful.

WORK EXPERIENCE:

Previous work experience is not required, but is very helpful.

EQUIPMENT:

Individual will know how to use and maintain the church desktop computer and printer, as the primary piece of office equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF THE JOB:

- 1) Information received must be kept confidential.
- 2) Retrieve telephone and email messages daily. Respond accordingly.
- 3) Get mail from mailbox.
- 4) Prepare, type and print the weekly church bulletin with accurate information and a minimum of typographical errors.
- 5) Make sure weekly bulletins are folded and stuffed when necessary. Create worship power point and announcement power point for weekly service.
- 6) Prepare and type quarterly newsletter. Print, collate, and prepare for bulk mailing. Complete mailing through USPS.
- 7) Handle change of address, name, phone numbers, etc. for church records. Record membership changes in the Church records (baptism, new members, deaths, transfers). Changes/updates are recorded via Servant Keeper software and electronic/hard copy files.
- 8) Create/update groups and committees in Servant Keeper for sending broadcast notifications.
- 9) Responsible for making sure required office supplies (paper, etc.) are in stock.
- 10) Prepare, type, and distribute annual Church Directory.
- 11) Prepare Annual Charge Conference packet.
- 12) Help prepare year-end statistical reporting and electronically submit report.
- 13) File all typed material in church office as requested.
- 14) Type other material requested by pastor and/or officers of the church, as time permits.

- 15) Send meeting reminder emails and cards as required for SPPR, Membership, Ad Council and other committees as requested.
- 16) Record minutes for Ad Council meetings.
- 17) Record scheduling of Church facilities with Trustee approval.
- 18) Send routine church announcement notifications, as directed, through the Servant Keeper software.
- 19) Send routine prayer chain notifications, as directed, through the Servant Keeper software.
- 20) Update church's website calendar.

The above statements reflect the general duties considered necessary to describe the principle function of the job, and shall not be considered as a detailed description of all work requirements that may be inherent on the job.

SALARY:

Pay is made on a monthly basis by the Church Treasurer and is one-twelfth of the budgeted annual salary. The compensation is \$6,500.00 / year. The average hours / week is expected to be 15 hours. Maintaining a time sheet log is required.

TIME OFF:

As this position is part-time with no set schedule, no fully-paid time off is granted. We account for two weeks of requested unpaid leave time (10 days). Every attempt will be made by the pastor and worship team to be flexible in submitting the material for bulletins and power points, to accommodate the needs of the parish with the requested time off.

PHYSICAL DEMANDS:

Requires manual finger dexterity and eye hand co-ordination. Requires corrected vision to the normal range. May require periodic moderate lifting

WORKING CONDITIONS:

The individual may be working in either the church or their own home setting. He/she is exposed to mostly inside environmental conditions, protection from weather conditions, but not necessarily from temperature changes. Flowers and their scents may be present.

CLEARANCES:

Employment is contingent on obtaining PA State Police Clearance, PA Child Abuse Clearance, and FBI Fingerprinting Clearance. The church will pay for clearances of candidate for employment. The candidate must also complete a Federal Form I-9 (Employee Eligibility Verification Form).

Secretary

SPPRC Chairperson