

POSITION: General Church Secretary

JOB SUMMARY: Performs advanced, diversified and confidential secretarial and administrative duties in support of the Pastor.

REPORTING RELATIONSHIPS: Reports to Pastor

JOB RESPONSIBILITIES:

Correspondence/Communication:

1. Works independently when reviewing all incoming and outgoing mail. Summarizes information items and highlights correspondence for Pastor.
2. Prepares letters, memos and/or reports, very often of a confidential nature. Drafts responses for Pastor use. Initiates routine and non-routine correspondence and memoranda.
3. Answers all church phone calls. Identifies the priority and urgent callers, and redirects others. Responds to a wide range of various and complex inquiries on a regular basis. Greets guests and extends cordial hospitality.
4. Communicates regularly with Ministry Leaders, Church Officers (Deacons and Trustees), church members and visitors
5. Handles and maintains highly confidential information on a regular basis
6. Records minutes and reports from church meetings.

Scheduling/Coordination:

1. Maintains church calendar for the Pastor and church staff. Schedules appointments, arranges and coordinates attendance of meetings and events for church. Makes decision regarding urgency, importance, and time allotments for appointments.
2. Coordinates guest speakers travel arrangements.
3. Gathers receipts and necessary details to submit expenses to Finance Office.
4. Submit orders for office supplies to Finance Chairperson and oversees general housekeeping of church office.
5. Prepares weekly church program and program for church events.
6. Initiates calls, get well and sympathy cards to members.
7. Schedules and coordinates staff and church conference meetings for Pastor. Follows-up with staff members, church officers and Ministry Leaders to collect reports or materials needed by Pastor for various committees, staff and other meetings.
8. Schedules and handles arrangements for luncheons and meeting, reserving dining and/or conference rooms.

Research:

9. Performs other related duties as assigned.

JOB REQUIREMENTS:

Education: Undergraduate degree preferred. Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) designations preferred.

Experience: Eight or more years of administrative experience.

Skills: Advanced organizational skills. Decision-making skills to evaluate, recommend, and implement solutions to work processing problems. Advanced verbal and written communication skills to correspond and interact with all levels of management, external company executives, customers, government offices, and the community. Ability to proofread own work and work of others for content and format accuracy. Expert ability to operate personal computer and related business software including MS Office Suite (Word, Excel, PowerPoint, Access) and Microsoft Outlook. Ability to train and supervise employees in all aspects of office administration. Values: Regularly and consistently demonstrates Christian values and behaviors.