

CHURCH SECRETARY JOB DESCRIPTION

This position involves both financial and secretarial skills.

Daily Secretarial Duties:

1. The church secretary is the pastor's secretary. As such, the secretary does typing, filing, copying, etc., as needed.
2. Receptionist
 - a. Telephone – present positive, warm image; screen calls.
 - b. Appointments – receives and reminds staff of appointments.
 - c. Drop-ins – screens according to schedule of pastor and staff and of need.
3. Pick up local supplies as needed. Pick up mail daily.
4. Responsible for issuing of purchase orders, keeping tickets or invoices for verification of expenses.
5. Issuing of checks for church expenses and payroll. Contacting designated persons for signing.
6. Posting and balancing of ledger and checkbook.
7. The typing and compiling of information that can be useful for the Budget and Finance Committee in preparation of the Annual Budget. Provides work sheets for all committees and final drafts for church approval.
8. Schedules on the Church Calendar and provides information on upcoming events in advance through a monthly calendar sent to all members and the weekly worship bulletin. Accurate time, place, department or class or ones responsible for event should be recorded along with a phone number for each reference in case questions arise.
9. The typing of the bulletin, supplying all necessary information for the upcoming weeks schedule, and any insert information or special promotion will be supplied by the secretary.
10. Responsible for Sunday School and Discipleship Training promotion preparation and typing of new membership rolls for promotion on the first Sunday of September. Will also provide general assistance with the upkeep of the Sunday school records.
11. Any mail out material, assisting other staff members with their information correspondence, providing information or calling or mailing any information that our church leadership need (time permitting).
12. Maintain church membership roles.
13. As information comes into the office the secretary, when necessary, should contact the proper leadership when made aware of special ministry needs of the membership. (Sickness, death, etc.)
14. Maintain prospect files.
15. Order supplies as needed. Assist with locating of needed materials. This includes assistance and ordering of Sunday school materials and communicating with janitorial staff as to their needs.

16. Total hours to be compensated will be _____. Monday through Friday, ____:00 A.M. to ____:00 P.M. Daily time sheet will be kept and turned in each week for payment. Two weeks vacation (unpaid) is provided with the church paying the supply.

Weekly Secretarial Duties:

1. Record on a weekly basis contributions to individual statement from each Sunday's envelopes. These will be totaled at the end of each quarter and annually prepared for distribution. Prepare new records of each year.

Monthly Secretarial Duties:

1. Financial statement submitted on monthly basis.
2. Payroll taxes figured and balanced monthly and deposit made by the 15th day of each month. Quarterly report balance and filed. W-2's issued for church employees in January of each year; year-end transmittal to be filed with IRS by February 28th.

Quarterly Secretarial Duties:

1. The contributions to individual statements from each Sunday's envelopes will be totaled at the end of each quarter and annually prepared for distribution. Prepare new records of each year.

Annual Secretarial Duties:

1. The contributions to individual statements from each Sunday's envelopes will be totaled at the end of each quarter and annually prepared for distribution. Prepare new records of each year.