

CHURCH SECRETARY JOB DESCRIPTION AT FIRST PRESBYTERIAN CHURCH NEAR ELY, IA

PURPOSE

Provide clerical support to the Pastor, Session, Board of Deacons, and committees and groups of the congregation in order to carry out the ministry of Christ in a professional manner. The Church Secretary will also keep the congregation well informed as the key communicator of the activities of the church.

This position reports to the Pastor as head-of-staff and is accountable to the Session. Office hours will be established by agreement with the Pastor.

RESPONSIBILITIES

1. Prepare routine correspondence.
2. Maintain a filing system.
3. Maintain church reservation calendar.
4. Distribute offering envelopes and pencils in pews monthly.
5. Pick up and distribute mail.
6. Prepare church bulletins.
7. Maintain and update Church website.
8. Compile and produce monthly statistical reports for Session and the Annual Report and other reports as required.
9. Compile, produce and distribute the Salt Shaker.
10. Gather and distribute all approved church announcements to the media.
11. Record and maintain all membership records and permanent church records, as directed by the Pastor and Session.
12. Participate on the History Committee.
13. Develop and maintain inventory of supplies for the church and the ordering of such.
14. Prepare special mailings.
15. Additional responsibilities as requested by the Pastor or Session.

MINIMUM QUALIFICATIONS

- Strong interpersonal skills including written and verbal communication.
- Proficient in the use of standard office computer software including Office Applications and website application.

EVALUATION

Performance reviews shall be conducted annually by the Pastor and the Personnel Committee. The Personnel Committee will review the adequacy of compensation; provide feedback and guidance; work together to establish short term and long term goals; and, make annual recommendations to the Session.

January 12, 2017

The position of church secretary at First Presbyterian Church near Ely is currently open for applicants and requires letter of interest listing work experience.

In general, the position involves an average of 6 hours per week. Usually 9-noon on Tuesdays and Fridays. Opening wage is \$11 an hour.

Please submit application letter by January 31, 2017 to Dave Mortensen, Personnel Chair at the church address: First Presbyterian Church, 11100 Spanish Road, Ely, IA 52227