

JOHN WESLEY UNITED METHODIST CHURCH HAGERSTOWN, MARYLAND

JOB DESCRIPTION CHURCH SECRETARY

QUALIFICATIONS: High school diploma required; some college preferred.

ACCOUNTABILITY: Shall report to the Senior Pastor and shall be accountable to the Staff-Parish Relations Committee.

REQUIREMENTS: This 25-30 hour per week position requires excellent verbal and interpersonal skills for effective communications with individuals both inside and outside the church. Must be able to work independently and exercise sound judgment and discretion at all times. Must exhibit highest level of integrity and professionalism. Must be proficient in Microsoft Office.

RESPONSIBILITIES INCLUDE (but are not limited to):

- On a daily basis:
 - act as point person for all incoming calls – handle requests for assistance or relay message to appropriate person
 - check voice mail messages, relay to appropriate person
 - open/distribute incoming mail
 - code invoices with appropriate account number for church treasurer
 - check and respond to incoming email
 - communicate with Day Nursery regarding deliveries, maintenance or upcoming events that will affect their programs
 - coordinate requests for meetings/events
 - maintain wall calendar outside elevator

- On a weekly basis:
 - copy recap sheet for Senior Pastor and Church Treasurer
 - email meeting reminders
 - call or email lay reader with scripture readings for Sunday's service
 - create, copy and assemble Sunday bulletins and inserts
 - mail bulletins to shut-ins
 - deliver bulletins to church building
 - email sermon title to newspaper
 - give sermon title to custodian so message board can be changed
 - maintain website
 - maintain electronic and wall calendars of events
 - contact florist regarding altar flower requests
 - post upcoming bulletin and insert on website
 - maintain/order office supplies from appropriate vendor

- On a monthly basis:
 - obtain articles for *The Partner* newsletter
 - attend staff meeting
 - create, copy, assemble and mail *The Partner* newsletter
 - obtain schedules for Wesleyan Sunday School Class teachers
 - prepare materials for Ad Council meeting (minutes, agenda and handouts)
 - maintain bulletin board in Social Hall

- On a quarterly basis:
 - create nursery schedule
 - create coffee fellowship schedule
 - create acolyte/crucifer schedule
 - create lay reader schedule

- On a yearly basis:
 - create altar flower schedule
 - collect information for and order Easter lilies and Christmas poinsettias
 - order special Easter and Christmas bulletin stock
 - order palms for Palm Sunday
 - prepare tickets and seating chart for Mummers' Parade
 - coordinate seating chart for Mummers' Parade
 - assist in preparation for Charge Conference

- At various times
 - order office supplies
 - update master church calendar
 - post ads on bulletin boards
 - update charge conference list information
 - order narthex literature
 - update Church Budget Monthly database
 - update listings in PowerChurch
 - maintain petty cash fund and postage supply
 - maintain office equipment and schedule maintenance
 - mail meeting reminder cards
 - Assist in church web page management
 - coordinate wedding and funeral plans

All staff must pass background check prior to hire and adhere to Safe Sanctuary Policy

Approved by: Chair SPRC

Date