

Position Overview

- **Job Title:** Church Secretary/Office Administrator
- **Reports to:** Senior Pastor
- **Position Type:** Part-Time (30 hours per week)
- **Hours:** Monday – Thursday 8:00 A.M.- 3:30 P.M.
- **Wage:** \$14.00 per hour
- **Role Summary:** The Church Secretary keeps the office running efficiently and is a warm, professional representative of the church to members, visitors and the community.

Key Responsibilities

Front Desk & Communications

- Answer phone calls, greet visitors and handle general inquiries.
- Process incoming and outgoing mail, emails and daily correspondence.
- Create, print and/or distribute weekly worship bulletins, Sunday School and seasonal event materials.
- Create slides and prepare slide presentations for worship services.

Administrative Support

- Process, deposit contributions and provide reports.
- Process, print checks and provide reports.
- Manage and maintain the master church calendar for facility use and meetings as well as monthly birthdays and anniversaries.
- Assist the pastor with scheduling appointments and special projects.
- Attend designated staff meetings and business meetings, take clear minutes and distribute records.
- Maintain inventory of office supplies, paper and equipment.

Records and Data Management

- Update and secure the church database with new members, visitors and attendance numbers for church and Sunday School, Bible Studies, etc.
- Handle all sensitive personal and member data with strict confidentiality and discretion.

Qualifications & Skills

- **Experience:** Prior administrative or secretarial office experience preferred

- **Technology:** Proficiency in Microsoft Office; familiarity with church management software is a strong plus
- **Communication:** Excellent verbal, written and interpersonal skills
- **Values:** High level of personal integrity, trustworthiness and absolute discretion regarding confidential information.
- **Faith Alignment:** A committed Christian faith background that aligns with the mission, values and culture of the church.