



Job Description

Secretary

Reports to:	Minister*
Status:	Part-time (20 hours per week)
Pay rate:	Depends on experience, range is \$18-\$22/hour
Updated:	July 25, 2022

** During transitions between Ministers, the Secretary will work closely with the Staff-Parish committee.*

Principal Function: The secretary provides office support to the Minister as well as the various boards and committees of the church.

Responsibilities:

- Answers the telephone, greets visitors, and directs inquiries to the proper person.
- Assists those seeking help by connecting them with our own outreach programs or other organizations that could be of service.
- Prepares bulletins for all church services, including weddings and funerals.
- Prepares and sends the weekly email newsletter.
- Aids the pastor with correspondence (e.g., visitor letters, gift acknowledgements).
- Maintains the records of the church including the church member database and directory, church calendar, meeting minutes, volunteer schedule (e.g., fellowship snacks), financial records, and the distribution of church keys.
- Maintains the permanent record of all baptisms, marriages, and funerals. Prepares baptism, membership, and marriage certificates. Searches the records upon request.
- Performs basic bookkeeping tasks, including invoice entry and check printing, and donor contribution entry.
- Prepares the Annual Report for the Annual Congregational Meeting, soliciting reports from the Church Board and committee chairpersons.
- Orders supplies for the office. Keeps the office equipment in good working order, calling for maintenance and repairs as needed. Orders items for church events at the pastor's request.
- Maintains the flower chart and orders flowers for Sunday worship services, as well as for holidays and special services.
- Coordinates the backpack and Christmas mitten tree programs.

- Maintains the church website, updating it regularly.
- Maintains church bulletin boards, keeping them current with events happening within the church.
- Maintains appropriate confidentiality on all church matters.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Office and bookkeeping experience preferred.
- Friendly and welcoming
- Organized and efficient
- Software: Proficient in Google Workspace (Drive, Docs, Sheets, Slides). Familiar with Wordpress and Mailchimp

How to apply:

- Send an email with resume attached to jobs@communitychurchoffontana.org.
- We are currently interviewing candidates and hope to fill the position by early September 2022.