

EMMANUEL LUTHERAN CHURCH
JOB DESCRIPTION
April 2016

TITLE: Church Secretary

This full time position serves as a hub for communication, administration and support services within Emmanuel Lutheran Church. The Congregation Council or Pastor will establish and revise the hours of work for this position as needed.

REPORTS TO: Congregational Council/Pastor

QUALIFICATIONS:

1. High School Diploma
2. Good interpersonal, human relations and telephone skills.
3. Understands the need for confidentiality in the work and maintains confidences as required.
4. Works well with individuals and in a team environment.
5. Personal Computer experience is a must, along with knowledge of word processing, database and spreadsheet programs.
6. Demonstrated office organizational and management skills.

Responsibilities:

1. Receive, screen, and direct all types of incoming and outgoing communications.
2. Maintains a professional office environment.
3. Maintains all church records/correspondence and prepares reports as required or requested to include worship bulletins and the Messenger.
4. Maintains an inventory of all church supplies/materials and reorders supplies etc., as needed.
5. Works with the Church Treasurer to process all church receivables and accounts payables.
6. Supports the Human Resources function of the Church as requested.
7. Performs position responsibilities as revised/deleted or added and directed by the Congregation Council or Pastor.

Revised: April 2016