

## **ADMINISTRATIVE SECRETARY JOB DESCRIPTION**

### **Salaried (Full Time)**

**Position Reports to:** Church Administrator

### **Job Summary:**

To support the ministries and mission of the church through administrative functions and be a welcoming representative of Christ for all who enter the doors of the church.

**Responsibilities:** Duties include, but are not limited to the following -

#### **Secretarial Duties:**

- Answer the phones, directing callers to the appropriate individual
- Process mail
- Maintain office equipment and order needed supplies
- Respond to emails
- Maintain Google Calendar
- Provide, receive and approve Facility Use Forms and payments
- Collect money delivered to the office and give to the Church Administrator
- Keep a record of honorariums and memorials, acknowledging gifts to families
- Share special events/other time sensitive information via email to congregation
- Support social media updates as necessary
- Order and distribute Sunday School and Bible Study literature
- Order office supplies for the church office and staff
- Attend Staff Meetings

#### **Worship Duties:**

- Gather and organize information for the Sunday Bulletin.
- Send bulletin via email, mail to homebound members, print for worship
- Print Children's Sunday bulletins and place in sanctuary
- Prepare bulletins/programs for funerals and special services
- Prepare baptismal, confirmation, and membership certificates
- Order worship and communion supplies, weekly and seasonal flowers

#### **Membership Duties:**

- Maintain membership records in Realm database; add pictures, relationships
- Record written membership in ledger book
- Maintain attendance records for worship services and Sunday School classes
- Send transfer of membership forms to churches

- Assist in Annual Conference and Charge Conference Reports

**Skills and Requirements:**

- High School diploma or equivalent (GED)/college preferred
- 3 years of experience in a secretarial or other administrative position
- Demonstrable working knowledge of Microsoft Office
- Ability and willingness to learn other software
- Use of regular office machinery, printers, etc
- Ability to communicate effectively and courteously
- Commitment to a supportive working relationship with staff and church membership
- Organizational skills with the ability to multitask as needed
- Keep appropriate church information confidential
- Adhere to SFUMC Staff Policies and Procedures manuals
- Adhere to The United Methodist Church Book of Discipline
- Must successfully complete a background check