

BLISSFIELD FIRST UNITED METHODIST CHURCH: SECRETARY JOB DESCRIPTION AND RESPONSIBILITIES.

Main Objective: The job of the secretary is to work with the pastor on the weekly bulletins, reports and other tasks the Pastor is in need of. The job also requires a number of office skills and communication responsibilities.

- Total hours: 16 per week, 4 hours per day: 9AM-1PM. Tuesday – Friday.
- Wage \$9.20/hour
- Secretary will coordinate hours and vacation with the SPR chairperson.
- Secretary will be required to know or learn the Software of Office 2010, Word Perfect or any updated Software being used.
- Familiarity with website software (Weebly) as well as publications software (SoundCloud and Audacity) or an ability to learn this software is a must.
- Telephone answering identify yourself and be friendly and courteous. Messages should be complete and shared with the appropriate person.
- Email and postal mail must be checked/collected every day the office is open and be responded to promptly.
- Friendship folders are to be collected on a weekly basis and check attendance as necessary.
- All pews should be checked each week, making sure there are envelopes and pencils are in them, SHARPENED.
- Bring church calendar up to date both online and hardcopy in the office.
- Keep up membership cards and book. Correct addresses and dates for birthdays and anniversaries must be updated.
- Maintain ordering of office supplies, curriculum, and other church standing orders as well as order special items as the Pastor requests.
- Bulletins should be compiled and e-mailed early in the week and printed/folded before Friday. Bulletin information should be coordinated with Pastor, Spelling, Dates, Hymn Page numbers and announcements MUST all be correct.
- Weekly Announcement PowerPoint must be updated each week. Creativity in design is encouraged.
- Download, print, and stock Children's Bulletins for each Sunday.
- Mail letters to visitors and other persons as necessary.
- E-mail and US mail is to be used to remind all lay people who will be assisting in worship for the upcoming week. (Nursery, greeters, ushers, lay readers, & acolytes.) The names must be correct and timely informed.
- Gather information from committees and members to be in the monthly newsletter. Newsletters are to be done monthly and mailed out before the first of the month (Keep copy in file). Mailing list is to be updated monthly. Read the newsletter before sending out. (Do you understand what is being said, if not verify it. Proofread to ensure accuracy of facts, spelling, grammar and dates.)

- Initiate prayer chain upon request and mail prayer ministry letter when necessary.
- Keep record books up to date, and file in appropriate location.
- Keep policy files up to date.
- Inform custodian of all activities.
- Develop a place in the back of the church, where members can place information they would like posted.
- Update the church website and social media as appropriate.

Office Rules:

- Conversations and communications heard in the office are considered confidential. Never reveal any information to anyone without approval from the Pastor.
- Pastor must approve all announcements, articles and calls before implementation.
- Personal work and calls should not be routinely done during office hours.
- The most personal information should go in the newsletter and not in the bulletin.
- Letterhead Stationary should only be used with the Pastors permission.
- File cabinets are to be kept locked at all times.
- Office should be kept neat and orderly.
- Make sure office supplies are kept full and the equipment in good working order.

Updated: January 2018