

# **LCC Church Secretary Job Description**

The church secretary handles a wide range of office tasks, from filing to answering phones to responding to emails, handling some financial items and acts as a liaison between the parishioners and church's administrative branch. The church secretary will need to maintain office hours. The selected person needs to be a member of the Logan Christian Church and have a current ongoing walk with Christ where they seek to grow in their faith in Christ

The job description of a church administrative assistant requires a strong attention to detail, the capability to communicate well with the leadership team, parishioners, and an ability to stay organized. Please see below in more detail. Please note this is NOT an all-inclusive or exhaustive list of duties and responsibilities but merely provides a general scope of duties and expectations

## **Essential Duties and Responsibilities of a Church Secretary**

- Completes clerical tasks as necessary, including typing, filing, and copying and emails.
  - Maintains church records
  - Responds to emails
  - Updates data base
  - Distributes mail
  - Maintains and updates church calendar
- Welcomes visitors, addresses questions, and assists them with any problems.
- Refers visitors and parishioners to pastors or other administrators when necessary.
- Acts as liaison to other volunteer organizations and church-affiliated committees.
- Maintains all church records, such as information regarding baptisms and marriages.
- Schedules meetings for church office employees. Attends those as needed

- Takes minutes of the above meeting and distributes them along with any action items as needed to those responsible.
- Assists in writing, editing, printing, and distributing the weekly church bulletin.
- Helps ministers on details for weddings, funerals, baptisms, and any other events that require the use of the church itself.
- Maintains the in-office calendar and keeps staff up to date on upcoming meetings and events.
- Assists finance manager (treasurer) in preparing payroll information, distributing mission checks, paying invoices, and maintaining office financial records.
- Enters donations (giving)
- Sends out church mailings.
- Orders office supplies when necessary

## **Required Knowledge, Skills, and Abilities**

- Demonstrates the ability to communicate information clearly and effectively to parishioners and visitors.
- Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office.
- Is friendly and courteous and works well with a wide range of different personalities.
- Possesses knowledge of publishing, word processing, and financial computer software, including Word, Excel, Quicken, and Adobe and can and willing to learn new software programs as needed.
- Exhibits strong organizational skills.
- Pays close attention to detail
- Works directly with the Ministerial staff to help ensure communication gets to the parishioners for any changes or upcoming events.
- To be trusted, have a high level on integrity and understands privacy & discretion.

## **Work Environment**

- Most of the workday will be spent in an office setting.
- Some light walking and lifting are required.

- Occasionally there is a need to stay a bit longer
- The workweek follows a set number of days in the office to be determined.
- If additional time is needed that may be negotiated to be done remotely from home.
- It is estimated at 24-28hr per week total

## Salary

- Salary is commensurate based on the individual and their capabilities and experience.

Please submit resume to Bob Morton, see below for contact information. Should you have any questions or need additional information please see below.

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