NEW CREATION FAMILY CHURCH

POSITION DESCRIPTION

POSITION TITLE: **Church Secretary** (Part-time)

DESCRIPTION:

The Church Secretary is responsible for management of the church office.

RESPONSIBILITIES:

1. Coordination

Ensure the office reception, clerical and publishing duties are completed as needed with direction from Pastor.

1. With the pastor, maintain the master events and facilities use calendar in coordination with Stewardship Committee.
2. Screen all those coming into the church during office hours. Ensure preschool security protocols are adhered to.
3. Supervise and coordinate church office volunteers.
4. Oversee day-to-day operation of office equipment (including arranging for needed repairs). Provide support to preschool staff for network and computer operations.
5. Open and close the office, office area front doors and doors in the facility in accordance with published office hours for activities scheduled during office hours.
6. Report church and preschool repair needs to maintenance coordinator. Work with suppliers and tradespersons to schedule maintenance work, arrange for building access and ensure supervision from church representative is provided when necessary.
7. Receive collections report and copies of checks from offering counters and provide report to Treasurer with bank deposit receipt.
8. Staff Health Insurance administrator.

2. Communication

1. Publish (construct, prepare, proof, produce) church and preschool documents, reports,

statements, printed materials, written communications, and (as needed) weekly and

special church bulletins, as directed by the Pastor.

1. Send announcements for Sunday to Worship Committee as requested by Pastor.
2. Receive and send prayer requests (email, phone and web) as instructed by the Pastor.

3. Clerical

1. Catalog, file, and help maintain the church office documents and supplies.
2. Sort and distribute incoming mail, email, faxes and memos; prepare and send out correspondence and mail-outs (including newsletter or monthly calendar for website).
3. Assist the Pastor and Clerk of Session with preparation of Session materials, Session Minute book and Church Register (members, births, baptisms, weddings).
4. Assist Session with maintaining all church liability and workman’s comp. insurance policies, including filing claims and handling contacts/communication with insurers.
5. Track pastor’s vacation and sick days.
6. Perform other clerical and receptionist tasks as assigned by the Pastor.

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4. Support off-site bookkeeper

1. Scan and upload Check Requests, Credit Card Use Forms, receipts, hard copy invoices, preschool tuition report and church collections report to off-site bookkeeper weekly.
2. Login to Bookkeeper email account and forward financial communications and electronic invoices to bookkeeper.
3. Assist with communication between bookkeeper and Treasurer.
4. Assist with transmission of staff timesheets.

QUALIFICATIONS:

To ensure compatibility with the corporate culture at NCFC, the Church Secretary should be a person of strong personal faith in Jesus Christ as Savior and Lord. The Secretary should have a servant’s heart, a love for people, be a team-player, and have an ability to manage volunteers in administrative ministry and corporate service. The Secretary must be able to deal sensitively, compassionately and confidentially with others. The Secretary should be a good multi-tasker with impressive interpersonal skills.

A High School diploma or GED is the minimal educational qualification. Experience in clerical work in a church setting is preferred. The Church Secretary must possess superior writing, typing and publishing skills. This position also requires thorough knowledge of MS Windows, MS Word, MS Publisher, and MS Excel. Working knowledge of Servant Keeper preferred. Operational knowledge of office machines (copiers, fax, and folding machine) will be very helpful.

ACCOUNTABILITY:

To the Pastor as Head of Staff and Supervisor, and to the Session of NCFC for employment concerns.