

Sacramento Central Seventh-day Adventist Church

Job Description

DATE: _____ **Title:** Church Secretary
LOCATION: Sacramento Central Church **Wage/Salary:** _____
STATUS: Part-Time/Regular **ERI Category:** _____
REPORTS TO: Office Manager/Pastor **Job Code:** _____ **Step:** _____

SUMMARY: The church secretary supports church ministry by providing general office assistance to the pastoral staff. The secretary is to be a member of the Seventh-day Adventist Church in good standing and attend the Sacramento Central Church on a regular basis.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Perform receptionist duties
2. Interact with visitors to the church office, and answer telephone calls and emails in a friendly and professional manner
3. Maintain the church office in an attractive and professional manner at all times
4. Perform general office responsibilities
5. Maintain the church calendar to reflect all church-related events
6. Assist with the preparation of the weekly church bulletin, including compiling and proofreading announcements
7. Clear all bulletin announcements, inserts, and flyers with the pastor(s)
8. Prepare baptismal and baby dedication certificates as needed
9. File important correspondence and records and maintain a standardized and efficient filing system
10. Assist the pastor(s) with correspondence as necessary, including mailing needs
11. Manage incoming mail each workday and regularly check email
12. Provide church officers with office assistance for church matters as needed
13. Keep office supplies stocked and well-organized
14. Manage petty cash and provide accounting of petty cash use to church treasurer, if requested
15. Provide church treasurer with all invoices, bills, and other treasury related items in a timely manner
16. Maintain church bulletin boards to ensure that appropriate notices are posted and old notices are removed
17. Edit, post, and/or update information on the church's website as necessary.
18. Provide church committee(s) support as needed

19. Copy and assemble materials needed for church board meeting, finance committee meetings, etc.
20. Maintain records of church board minutes and business meetings
21. Assist church clerk with keeping accurate records of church membership, including changes to address, telephone, and email, and notify church clerk of baptisms and professions of faith
22. Maintain accurate records, including signatures, of every key issued and returned, and work with individuals to recover keys from all key holders when their position ends
23. Manage sign-up lists as appropriate (e.g., flowers for the sanctuary, church events, etc.)
24. Maintain *strict* confidentiality of all church matters and membership affairs
25. Immediately report any on-the-job injury to office manager or pastor
26. Perform other work related duties as may be assigned by supervisor

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

A high school diploma or equivalent is required and two or more years of college are preferred. Prior experience with office management or secretarial duties is preferred. Knowledge of office computer software is required.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

Other Skills and Abilities

Typing skills of 50 WPM and knowledge of various word processing programs is necessary. Should be familiar with office equipment such as copier, adding machine, transcription, fax etc. Must possess skills in working with culturally and ethnically diverse groups.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. This job requires the frequent use of keyboard and mouse.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor's prior approval.