

Church Secretary—Job Description

Hanover Church of the Brethren

601 Wilson Avenue
Hanover, PA 17331
(revised 08/28/16)

Responsible to: Ministry & Worship Commission

Purpose of Position: To provide office management and clerical skills to the church

Term of Position: Unlimited Tenure

Qualifications:

- Ability to work with people of all ages and backgrounds
- Secretarial and organizational skills, including computer literacy, use of Microsoft Publisher and Servant Keeper, keeping a calendar of events, and assisting the pastor and lay leadership with the day-to-day operation of the church

Responsibilities:

--General Duties

- Serve as receptionist/greeter of the church's daily visitors, repairmen, etc.
- Serve as secretary of the Executive Committee and the Church Board, printing and distributing the minutes of each within a week following the meetings
- Work in cooperation with the pastor in keeping abreast of the events of the local church, the Southern PA District and the denomination and such local agencies, organizations and events as related to the local church. Entering them, as indicated, on the church calendar
- Keep an official up-to-date calendar of events for the church for purposes of scheduling, notifying the custodian of building use, and keeping the congregation informed
- Arrange for all rentals and use of the church within the bylaws of the church
- Be in charge of the operations of the church office, including ordering and maintaining necessary supplies, maintaining the office equipment, handling correspondence and record keeping
- Work with the pastor, or the Ministry & Worship Commission in the absence of the pastor, in preparing the weekly church bulletin
- Update Church website
- Send Prayer Chain updates

--Specific Duties

- Telephone
 1. Receive incoming calls, taking appropriate actions on each call as to messages, call-backs, etc.
 2. Make necessary calls for the pastor, Board and committee persons
- Mail/Correspondence

1. Sort and distribute incoming mail and packages to the proper person for their action
 2. Prepare minutes of Board and copy minutes for Council for proper distribution to intended persons within a week following the meeting
 3. Do follow-up correspondence with new members, sending request for directory information sheets
 4. Type, file and mail necessary correspondence for pastor, chairpersons, etc., as needed
 5. Do only church-related correspondence by mail or phone in the position of church secretary
- Record Keeping
 1. By filing or computer retrieval system, keep records of correspondence, reports, minutes, forms, schedules, etc., for the pastor, church board, commission chairpersons, and committees
 2. Keep current the records of membership, births, deaths, marriages, child dedications, and changes of members' addresses and phone numbers
 3. Update birthday listings annually for the church newsletter
 4. Print weekly giving amounts in bulletin
 5. Prepare annual reports for the denomination and the Southern PA District office
 6. Keep attendance records for worship services and Love Feasts
 7. Maintain and keep current the various mailing lists, such as, newsletter, youth, deacons, church board, etc.
 8. Send quarterly report of deaths, membership, baptisms, etc. to Messenger office
 - Pastor
 1. Meet weekly with the pastor to go over calendar events of the church
 2. Be the liaison between the pastor and the congregation , district, etc. as to his/her schedule and responsibilities
 - Publications
 1. Be in charge of production of the weekly bulletin and the monthly newsletter, as well as special publications jobs for the pastor, church board, commissions, or committees
 2. Maintain the bulk mailing account
 3. Secure volunteers for folding and sorting the newsletter or other large special mailing sent via the mailing permit and for taking the bulk mailings to the post office
 4. Type or reproduce inserts for the weekly bulletins
 5. Arrange for persons to fold and stuff bulletins weekly
 6. Keep a list of high school, college and other age groups within the congregation
 7. Prepare bulletins for special service, such as holidays and Love Feast

8. Produce the annual Church Directory and keep the pastor and congregation notified, if applicable, of the changes during the year
 9. Report address, telephone, and email changes in the bulletin and the monthly newsletter
 10. Keep the church website up to date with upcoming events, photos of past events, and activities calendar pages. Also update staff pages with pictures and biographies of new staff members.
- Financial
 1. Assign offering envelope numbers and distribute the envelopes to the congregation each year
 2. Prepare and mail individual or family end-of-year financial statements for tax purposes
 3. Enter weekly contributions on the computer and confirm weekly deposits
 - Miscellaneous
 1. Send registrations for district and annual conference delegates
 2. In consultation with Ministry & Worship Commission, secure volunteers to fill in at church office when secretary is on vacation or has an extended illness

Leave Time:

- Three (3) personal days, beginning January 1 and must be used by December 31st.
- Five (5) non-paid vacation days annually, the first and second years of employment, the third year increased to ten (10) non-paid vacation days annually. Prior notice of the use of the vacation days must be given and days must be used by December 31st.
- Holidays that fall on work days will be taken with pay. Holidays falling on non-work days will not be paid because the position is part-time. Holidays are defined as Christmas, New Year's Day, Memorial Day, July 4, Labor Day and Thanksgiving.
- Special leave situations can be negotiated.
- Procedure: Inform Pastor of requested day(s) off. After approval, inform Ministry & Worship Chair, then attempt to secure office coverage.

Relationship to Church Staff, Ministry & Worship Commission and Congregation:

- Maintain a good working relationship with the Ministry & Worship Commission, the pastor, the Church Board, the custodian and the congregation
- Meet annually with the Ministry & Worship Commission for evaluation and self-assessment and at other times when requested

Resources and Support:

- The Ministry & Worship Commission for any concerns or direction
- Attend secretarial workshops when offered