

Epworth United Methodist Church
Job Description: Church Secretary

Principal Function

The church secretary provides essential clerical and administrative support to enable an effective, caring, and administrative ministry of the Epworth United Methodist Church.

Requirements

1. High School degree or equivalent.
2. Knowledge of general computer operations and security.
3. Ability to use a desktop computer and keyboard effectively.
4. Ability to use email software effectively and productively.
5. Ability to use a copy machine effectively and productively.
6. Ability to exercise sound judgments in interactions with people.
7. Ability to offer kindness, care, and empathy to people.

Duties

1. Greet people who come into the office with a spirit of hospitality, answer their questions, provide needed assistance, or refer them to appropriate staff person or resources.
2. Answer the church telephone and provide assistance or forward calls to the appropriate person. Also, maintain the voicemail message system daily for the pastor and church leaders.
3. Maintain a master list of church members and constituents in the computer database. Prepare a church directory as needed. Keep church member and constituent contact information current.
4. Prepare, print, and mail church correspondence as directed. (For example, special congregational issues; and, Easter, Thanksgiving, or Christmas mailings.) Maintain an updated database for mailing labels.
5. Monitor the church email account. Maintain an accurate email address list of church members. Respond to emails or forward them to the pastor or other appropriate church leaders. Communicate necessary information to congregational via email as requested by staff or other leadership.
6. Prepare and print Sunday or special worship bulletins/programs.

7. Periodically update church informational materials. Prepare, print, and revise (as needed) church brochures and other resource materials and place them appropriately in the lobby or the multipurpose room as necessary.
8. Maintain a master church calendar of all activities in the building. Coordinate and communicate with outside groups or individuals interested in scheduling use of the building.
9. As directed by the pastor, provide clerical support to all matters, such as district and conference reports; pastor's general communications to church leaders; staff meetings; and, committees.
10. Order curriculum materials and other supplies as needed. Arrange for deliveries of education materials from suppliers.
11. When requested, schedule meetings and arrange appointments for the pastor and other church leaders.
12. Order and maintain an adequate inventory of office supplies. Arrange for delivery or pick up of supplies when necessary. Maintain office equipment and arrange for repairs when necessary. Maintain an orderly church office.
13. Maintain well-organized files – both computer and hard-copy files. Maintain records of baptisms, confirmations, dedications, weddings, and membership.
14. Perform other tasks as assigned by the pastor or by the staff-pastor parish relations committee (SPPRC). Prepare work in advance, including coverage, especially when planning to be away on vacation or leave of any kind. Inform the pastor or the SPPRC at least two weeks prior to taking vacation or personal leave.
15. Coordinate notifications of communion visits, illnesses, hospitalizations, and other visitation needs for the pastor.
16. Collect mail from the church mailbox and distribute it to the appropriate church personnel.
17. Serve as an official point of contact for the church and route inquiries to key church personnel during the workday in the event they are needed.

18. Assist the food pantry ministry. Make telephone calls to pantry clients to schedule appointments for Epworth volunteers who are unable to make such calls. Select and pack food for walk-in clients as needed.

Work Hours

This is a part-time position. Paid workdays total 20 hours per week. Secretary is expected to be present in the Epworth office from 9 a.m. until 1 p.m., Monday through Friday. If it is necessary to come in later than 9 a.m., four (4) hours a day, or 20 hours a week are still expected.

Please submit your updated résumé:

By Mail:

Epworth United Methodist Church
c/o SPRC Chair
5100 Karl Rd.
Columbus, OH 43229

or

By Email: epworthonkarl@gmail.com