

**Bethay United Methodist Church is NOW HIRING a secretary.**

*This is a 20 hour a week position, worked 9 AM to 2 PM Monday through Thursday – with some flexibility. The primary responsibilities is assisting the pastor with church administration, communication, and providing office support for church ministries. For a complete position description email: [Pastor@ClioBethany.org](mailto:Pastor@ClioBethany.org) or visit our website [ClioBethany.org](http://ClioBethany.org). To apply email your resume to Rev. Sarah Elliott at [Pastor@ClioBethany.org](mailto:Pastor@ClioBethany.org) or call 810-686-5151.*

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**Church Secretary Job Description**

Purpose: To assist the pastor and other officers of the church in fulfilling their jobs by using skills in typing, answering the telephone, directing information to and from proper persons, and operating an efficient office, remembering to keep the office business at the office.

Office Hours are 9 AM to 2 PM, Monday through Thursday

Qualifications:

1. Outstanding Christian Character
2. Pleasant personality with the ability able to manage a large amount of information.
3. Able to prioritize and follow through on the work tasks.
4. Professional: will preserve the confidential nature of the Pastor's work and office environment.
5. Competent: language, spelling, fluent – computer savvy, computer skills, typing and phone style will enhance the quality of the church.

Report to:

1. Pastor
2. Pastor – Staff Relations Committee for evaluation

Areas of Responsibility:

1. Communication
  - a. Maintain accurate and up to date phone, address, and email contacts, including emergency contacts for parishioners utilizing Shepherd's Staff.
  - b. Greet visitors and guests as they approach and enter the building.
  - c. Communicate information regarding meetings, activities, personnel, schedule with public if appropriate.
  - d. Assist the membership and financial secretaries and church treasurer as needed.
    - i. Keep baptism records and membership files up to date.
    - ii. Keep attendance records and membership information up to date in Shepherds Staff
  - e. Receive calls from Food Pantry guests, communicate with Food Pantry Leaders, maintain guest details.
    - i. Work with food pantry to take calls and make appointments
  - f. Answer phone calls and emails, share messages, as necessary.
  - g. Receive, sort, and distribute mail.

Including caring for church offerings received by mail. (Place gifts in counting room on Thursday afternoons, collect empty bag on Monday
  - h. Attend meetings during the business day, as requested by the pastor, including all Staff Meetings.
  - i. Support card ministry by mailing cards to individuals. Make cards available to members wishing to send additional cards to other members.
  - j. Aid in facilitation and support for funerals and dinners.
2. Purchasing
  - a. Maintain an inventory of office supplies and order as needed.

- b. Order ongoing material needs (general office and maintenance supplies, items for Christian Education, Missions, etc.)
3. Scheduling
  - a. Maintain the official church calendar, making appointments with inside and outside groups for the use of the building.
    - i. Communicate to janitorial support when groups will be in the building, requiring additional support, ensure the building is ready for all guests and regularly scheduled meetings.
  - b. Schedule pick-up times for food pantry guests.
4. Production
  - a. Weekly order of worship and announcement sheet
    - i. Ensure the order of worship is provided to the musicians and lay reader by Thursday at 2 PM.
    - ii. Print and highlight copies for musicians and lay readers weekly.
  - b. Create Worship Slides
  - c. Gather pertinent information from committee/team leaders for monthly newsletter (Tower Notes)
    - i. Work with Newsletter Editor to complete, print and distribute by month end.
  - d. Communicate announcements weekly via One Call Tell All.
    - i. Maintain accurate distribution list for One Call Tell All.
  - e. Send out other church mailings as needed.
    - i. Assist with creation of communications to congregation and community.
    - ii. Print mailings and labels, collate and stuff envelopes, ask for volunteers as needed.
  - f. Type and copy minutes of administrative units and committees, keep accurate records in church office files. Request copies of minutes following committee & ministry meetings, except SPRC.
  - g. Create flyers as needed for ministry areas for church and public.
  - h. Support Pastor in creating Church Conference packets and gathering information for year-end report.
5. Other Duties as assigned by the pastor, which may include:
  - a. Assisting ministries and committees
  - b. Preparing meeting materials

Benefits:

- Paid lunch break
- Vacation and Sick time available
- Availability to participate in professional development opportunities to increase knowledge in areas of responsibility.