

POSITION AVAILABLE

JOB DESCRIPTION

CHURCH SECRETARY, part-time - 20 hours per week

PURPOSE: The Church Secretary's role is to provide for the day to day organizational needs of the Church office. As the daily representative of the Viroqua and Liberty Pole United Methodist Churches they are, in most cases, the first Church representative that visitors and callers to the Church will meet.

SUPERVISION: The Church Secretary works under the supervision of the Pastor and the Staff Parish Relations Committee.

RESPONSIBILITIES:

- 1 Integrity: Because of the nature of their role the highest priority is to demonstrate integrity, trust and confidentiality with the information and materials under her/his control.
- 2 Presentation: Because of the nature of the position the Secretary will need to be compassionate and gracious, yet able to respond with firmness and authority to persons who may be in various states of emotional turmoil.
- 3 Correspondence: The Secretary will handle all incoming mail and place mail for each committee, staff member and the Day Care in its appropriate in box. As the office administrator the secretary will deal with the Church mail that falls under her/his purview in a timely manner.
- 4 Maintain the Church records: Church records will be kept in a manner that is consistent with the United Methodist Book of Discipline.
- 5 Scheduling: The secretary will keep the Church calendar up-to-date so that scheduling of Church activities are not overlapped. She/he will regularly coordinate the Church calendar with the Pastor's calendar.
- 6 Communication: The Secretary will be responsible for publishing and mailing the Church Newsletter and other correspondence with and for the Church and its members. In this role she/he will proofread all material being sent out from the Church office. In this role she/he will coordinate the volunteers in preparing and collating bulletins, newsletters and other Church mailings.
- 7 Office equipment: The secretary is the primary operator of the office equipment of the Church, such as the computer, photocopier and fax machine.
- 8 Receptionist: The Secretary will handle incoming phone calls, as well as dealing with persons who stop by the office for help or information.
- 9 Helping Ministries: The Secretary and the Pastor will administer the "Good Samaritan Fund" of the Viroqua and Liberty Pole United Methodist Churches. The Secretary will record monies received and distributed according to the policies set up by the Churches. The Pastor and Secretary will both sign the vouchers and no monies will be distributed without verification of identity and receipts.
- 10 Annual Reports: The Secretary will assist the Pastor in completing the Annual and Charge Conference Reports as well as compiling the Charge Conference Booklet.
- 11 Church Supplies: The Secretary will order and receive materials as requested by the Pastor, the Board of Trustees, the Administrative Council and other Committees as requested. Each committee and person will make the decisions regarding the selection of materials to be ordered.
- 12 Bulletins: The Secretary will print and publish the weekly Church Worship Bulletin from material provided by the Pastor and other persons involved in setting the worship Services of the Church. All material shall be provided to the Secretary no later than 9:00 a.m. the Thursday preceding the Worship Service.