Onekama First Congregational United Church of Christ

Church Secretary Job Description

A church secretary offers clerical support to pastor, church officers, and Ministry Council. The job requires a strong attention to detail, the capability to communicate well, and an ability to stay organized.

**Position Description**
The church secretary handles a wide range of tasks, including document and newsletter creation and printing, using e-mail to communicate with pastor, Ministry Council, church members and congregants. May be asked to attend Ministry Council meetings, although not a voting member of the Council.

**Essential Duties and Responsibilities of a Church Secretary**
- Directs phone messages (if any) and e-mail correspondence to appropriate individual. Reads and responds as appropriate to e-mails.
- Completes clerical tasks as necessary including document assembly and copying.
- Assists in editing, printing and folding bulletins for the weekly church service and special services as called upon.
- Maintains church calendar for weddings, funerals, baptisms and any other events that require the use of the church itself.
- Sets deadline for monthly newsletter articles and communicates same to Ministry Council. Compiles, edits, produces and distributes newsletter.
- Sends out other church mailings (i.e., letters, Annual Report, etc.) as needed.
- Orders/picks up offices supplies when necessary.

**Required Knowledge, Skills and Abilities**
- Possesses strong computer skills with knowledge of computer software – mainly Word.
- Proficient in the use of office printer/copier.
- Good command of English composition and punctuation.
- Pays close attention to detail and has ability to proofread documents.
- Demonstrates the ability to clearly and effectively communicate information to congregants and pastor.
- Works well with a wide range of different personalities.
- Exhibits strong initiative and organizational skills.
- Has the ability to think creatively for purposes of designing widely distributed church materials.

**Education**
- Minimum of high school diploma required.
- Basic office work experience required.

**Work Environment**
- The majority of work can be completed at home and printed in the church office.
- Some light lifting is required.

**Compensation**
The secretary’s wage is set by the Ministry Council.