**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Church Secretary**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

Job Overview

The church secretary’s position is to support church ministry by providing general office assistance to the pastoral staff. The secretary is a member of the Seventh-day Adventist Church and attends the \_\_\_\_\_\_\_\_\_\_\_ church on a regular basis. The secretary performs diverse office duties as directed by the pastoral staff. Assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure, a high level of technical (well developed keyboard/computer, etc.) skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the pastoral staff. Work is performed with limited supervision. Responds to own supervisor. Assignments are fairly routine and performed essentially independently, referring problems, concerns, etc., to supervisor for help.

Essential Job Functions

The church secretary’s responsibilities include, but are not limited to:

*Reception*

* Interacting with visitors to the church office and answering phone calls/emails in a friendly and professional manner
* Presenting a professional image in dress and grooming during office hours
* Maintaining the church office in an attractive and professional manner at all times

*General Office Responsibilities*

* Maintaining the church calendar to reflect all church related events
* Assisting with preparation of the weekly church bulletin, including compiling and proofreading announcements
* Clearing all bulletin announcements, inserts, and flyers with the pastor(s)
* Preparing baptismal and baby dedication certificates as needed
* Filing important correspondence and records; maintaining a standardized and efficient filing system
* Assisting the pastor(s) with correspondence as necessary, including mailing needs
* Managing incoming mail each workday and regularly checking email
* Providing church officers with office assistance for church matters as needed
* Keeping office supplies stocked and well organized
* Managing petty cash and providing accounting of petty cash use to church treasurer, if requested
* Providing church treasurer with all invoices, bills, and other treasury related items in a timely manner
* Maintaining general church bulletin board to ensure that appropriate notices are posted and old notices are removed
* Editing, posting, and/or updating information on the church’s website as necessary

*Church Committee(s) Support*

* Copying and assembling materials needed for church board meetings, finance committee meetings, etc.
* Maintaining records of church board minutes and business meetings

*Recordkeeping*

* Assisting church clerk with keeping accurate records of church membership, including changes to address, phone, and email. Notifying church clerk of baptisms and professions of faith
* Maintaining accurate records, including signatures of every key issued and returned. Working with individuals to recover keys from all key holders when their position ends
* Managing sign-up lists as appropriate (example – flowers for sanctuary, church events)

*Other*

* Maintaining *strict* confidentiality of all church matters and membership affairs
* Immediately reporting any on-the-job injury to the church treasurer or pastor
* Accurately recording all hours worked and submitting those hours on a time report to the church treasurer by Monday morning of each payroll week.
* Requesting permission to work overtime from the senior pastor prior to working more than 40 hours in one week

Knowledge and Skills

* Be familiar with and able to use computers, standard computer software, and standard office equipment
* Demonstrate a helpful and positive attitude toward all members and the general public

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* Knowledge of office computer software is required
* A high school diploma or equivalent is required and two or more years of college is preferred
* Prior experience with office management or secretarial duties is preferred

Physical Requirements

* Must be able to read, speak, hear and write.
* Must be able to effectively communicate both orally and in writing.
* Some standing, walking, bending, kneeling, carrying of light items, etc. required.
* Must be able to sit for long periods of time.
* Occasionally lifting up to 25 pounds of office supplies is necessary.

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Position does not require travel, either local or out of the area.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**