First Lutheran Church
Church Secretary
Job Description

First Lutheran’s Mission Statement
We worship Jesus Christ, teach and spread the Good News, inspire and reach out to those who seek the love of God, and share God’s blessing so all people in our world can have hope.

Introduction
The Holy Spirit is leading us to call a Church Clerical Secretary to serve with us to carry out ministry opportunities with and for people of all ages. We hope to be more mission driven and reach out to those beyond our membership and share the Good News with them.

Report To:
The Pastor of First Lutheran Church and through the pastor to First Lutheran’s Congregation Council and Personnel Committee.

An annual performance review will be conducted by the Pastor. The pastor will then provide a report to the Personnel Committee and the Congregation Council.

Position Summary:
The Church Clerical Secretary serves the members of First Lutheran Church as the primary contact person among congregational members, community members, business affiliates, and all others communication with or within the congregation. The Church Secretary will work with coworkers, congregation members, volunteer leaders and other First Lutheran leaders. The Church Secretary will contribute to a positive working atmosphere in a team-based setting that supports the congregation’s mission. The Church Secretary will be dealing with private affairs and must maintain confidentiality at all times.

Skills & Qualifications needed for position:

- Excellent interpersonal and communication skills
- Excellent organizational skills
- Proficient in Microsoft Office and web-based communication. With training, become proficient in the use of church management software (e.g. Power Church, Church Windows, etc.)
- Enthusiastic and possess a positive outlook towards others
- Willingness to work a flexible schedule
- Ability to maintain confidentiality

Responsibilities:

The primary responsibility is to efficiently and confidentially oversee and manage the office at First Lutheran Church.

Daily:
1. Keep an accurate calendar of all activities relating to church life
2. Order office supplies such as forms, letterheads, envelopes, etc. (must stay within office supply budget)
3. Handle incoming telephone calls promptly and courteously
4. Greet people as they enter the church office and monitor who is in the building
5. Serve as the general information center for the entire church
6. Prepare as needed any funeral or wedding bulletins
7. Maintain and update records: births, deaths, address changes, baptisms, confirmation, marriages, funerals, etc.
8. Coordinate groups wanting to use the church facilities and send letters advising of costs and building use policy
9. Maintain schedule of building use

**Weekly:**
1. Arrange and attend weekly staff meetings
2. Midweek Update: Send out an informational email identifying the current week’s activities
3. Write and send in the weekly schedule to the Post Journal
4. Prepare for Sunday Worship:
   a. Print weekly worship bulletins using congregational and denominational resources
   b. Print Scripture lessons for the lectors and mail to lectors
   c. Print prayers for use in worship service from *Sundays and Seasons*
   d. Print children’s bulletins
   e. Prepare CD of worship service for distribution to home-bound
5. Enter records of attendance into church management software
6. Identify for pastor visitors’ attendance (using worship registration cards)

**Monthly:**
1. Newsletter/First Edition: Compile, type, print, and mail monthly
2. Prepare and mail out home communion schedule
3. Prepare schedules for lectors, liturgists, communion assistants, and ushers

**Quarterly:**
1. Prepare quarterly parish register report for council

**Annually:**
1. Prepare Annual Congregation Meeting booklet
2. Order confirmation robes and return after use
3. Update Sunday School attendance cards
4. Prepare new notebooks for incoming council members
5. Compile, type, print, and mail special publications as required (e.g. Advent Booklets, special congregation mailings, congregation directories, etc.)

**Hours of Service:**

This is a part-time position, approximately 20 hours per week
Compensation & Benefits:
Compensation for this position will be commensurate with education and experience. Position includes benefits which are outlined in the Personnel Policies of First Lutheran Church.

Other:
All employment offers are subject to drug/substance screening, a criminal background investigation, and a positive reference screening.