

TITLE:	Office Secretary
REPORTS TO:	Pastor and Congregation Council
SUPERVISES:	None
EVALUATORS:	Pastor, Council President, Chair of Mutual Ministry
FLSA STATUS:	Part-time Salaried Non-Exempt 12-15 hours/week average

JOB SUMMARY

The Office Secretary provides office and administrative support for St. John Evangelical Lutheran Church and its staff, according to its mission and ministry.

ESSENTIAL FUNCTIONS

- Types, proofreads and assembles materials for distribution and publication, including weekly bulletins for all worship services and monthly newsletter by either paper or electronic format.
- Composes and types letters and other correspondence. Prepares mailings, including but not limited to: annual contributions, bulletins and materials to homebound members, reports, and letters.
- Answers and places telephone calls. Responsible for general church email account, responding and forwarding as appropriate.
- Opens, identifies and distributes incoming and outgoing mail to appropriate individuals and committees.
- Receives visitors, gives information and answers questions. Serves as point of contact for congregation.
- Prepares invoices for payment, remits payment of bills, and files documentation. Prepares monthly financial reports for Treasurer, assisting Treasurer or Financial Secretary as needed.
- Sends payroll hours, mileage reports and other information to accountant for payroll processing. Works with accountant to provide information for tax reports and forms as needed.
- Maintains and organizes files, records, mailing lists, parish records, church directory and other church related documents.
- Manages church membership list and directory, entering and modifying data as needed. Runs membership data reports as needed. Keeps Parish Register updated.

- Acknowledges contributions to the Memorial fund and maintains records of contributions. Notifies families of contributions and total amount received.
- Prepares Council folders with reports and agenda for upcoming Council meetings.
- Prepares and modifies electronic monthly calendar of all church activities.
- Requisitions, receives and checks office supplies. Schedules regular maintenance of office equipment and reviews annual contract with copier supplier.
- Assembles, summarizes, arranges and prepares materials for reports such as the Annual Congregational Report and Parochial report.
- Prepares and distributes member contribution envelopes annually in November.
- Performs other related administrative duties as assigned by the Pastor or Church Council President.

MINIMUM QUALIFICATIONS AND ABILITIES

- High school diploma or GED equivalent. One-year business school training or three (3) years related experience.
- Ability to maintain confidentiality. Excellent interpersonal skills, both verbal and written. Ability to read, analyze and interpret correspondence and documents.
- Reliable and dependable attendance.
- Proficient in the use of computers and various office software packages including Microsoft Office, basic graphics and the use of the Internet.
- Skill in spelling, vocabulary, grammar, proofreading, basic math, and filing. Strong organizational and record-keeping skills. Knowledge of standard office equipment.
- Ability to perform tasks in a timely manner with minimal supervision. Flexible to work additional hours as needed.

PHYSICAL REQUIREMENTS

- Regularly required to talk and hear.
- Frequently required to stand, walk, and sit; ability to reach with hands and arms; and stoop, or kneel.
- The employee must occasionally lift and/or move up to 25 pounds.
- Ability to see at close range and adjust focus.
- Fine hand manipulation (keyboarding).

WORK ENVIRONMENT

- Noise level is usually quiet to moderate.