

Job Description for Church Secretary **John Knox Presbyterian Church**

PURPOSE: To provide secretarial and administrative services to the Pastor, Associate Pastor and/or Commissioned Lay Pastor, Session, Deacons, Trustees, ministry teams, and other designated individuals.

ACCOUNTABILITY: The church secretary is accountable to the Pastor, as head of staff, and the Session via the designated personnel representative.

WORKWEEK: 30 hours, flexible schedule. Currently 8:30 - 4:30, Monday through Thursdays, including ½ hour for lunch.

BENEFITS: The church secretary will be paid on an hourly basis commiserate with experience, based on a 30-hour work week. Vacation time will be three weeks each year, with an increase of a week for every five years up to but no more than five weeks.

QUALIFICATIONS:

- a. Excellent interpersonal and communication (verbal and written) skills.
- b. Must possess basic computer skills, including Word, Excel, and familiarity with Access database program is preferable.
- c. Must maintain a reasonable level of computer competency skills as required to fulfill job requirements.
- d. Must be proficient in the use and operation of general office equipment – fax, copier, answering machine, Risograph, etc.
- e. Must be able to handle simultaneous projects and meet deadlines with proficiency.
- f. Must be friendly and cordial to the public.

RESPONSIBILITIES:

I. CHURCH OFFICE

- A. Type memos and other correspondence for the Pastor.
- B. Answer telephone and handle telephone inquiries.
- C. Type routine correspondence.
- D. Maintain office filing system.
- E. Provide for all duplication, including typing and duplicating church bulletin for Sunday and special church services and programs.
- F. Maintain adequate office supplies.
- G. Oversee office machinery – use of and calling for repairs. Any repairs in excess of scheduled maintenance, Trustees must be contacted and give permission.
- H. Send and verify faxes received; receive and distribute faxes.
- I. Maintain the church calendar, including working with Trustees for coordinating use of facilities.
- J. Maintain records of disbursement and balance of office “petty cash” and submit report to Church Treasurer.
- K. Disburse and maintain current records for distribution of keys to the church, including maintaining codes.
- L. Open, date, and distribute mail; prepare outgoing mail and bulk mailing.
- M. Assist the Church Treasurer by writing checks to pay bills.

- N. Produce various forms used in the church, including but not limited to office memo paper, fellowship rolls (for contemporary and traditional services), babysitting pay forms, prayer request cards, pledge cards.
- O. Provide lists and materials needed for telephone callers.
- P. Communicate with individuals giving flowers each week, verifying flower order and putting information in bulletin.
- Q. Address public inquires for financial assistance.
- R. Complete various other duties as assigned.

II. CHURCH MEMBERSHIP

- A. Maintain current membership file and mailing list, in consultation with the Deacons.
- B. Accumulate and verify correct addresses and telephone numbers. Types, reproduces, and assembles annual church membership directory.
- C. Notify Pastor and Associate Pastor/Commissioned Lay Pastor of members who are hospitalized or disabled.
- D. Notify Pastor and Associate Pastor/Commissioned Lay Pastor of births, deaths, weddings, etc., of church members.
- E. Obtain and record information required for all certificates, including baptism, church membership.
- F. Assist Pastor and Clerk of Session with maintaining the permanent church register.
- G. Type all special mailings, including those from ministry teams, boards, and organizations of the church that cannot be done by team members.
- H. Duplicate, address, and mail copies of the John Knox Tidings newsletter.

III. REPORTS

- A. Edit and distribute the Session minutes and Session docketts.
- B. Assist Church Treasurer and Clerk of Session with secretarial tasks, as needed.
- C. Type and duplicate minutes of the ministry team, except when teams provide the report.
- D. Compile information, type, and duplicate Annual Congregational reports.
- E. Compile information and type statistical and other special reports for higher governing bodies under the supervision of the Clerk of Session and the Pastor.

EVALUATIONS: To be conducted yearly by the Session's designate and in conjunction with the Pastor and Clerk of Session, then reported back to Session who will annually review the adequacy of compensation.

For further information or to apply, please send correspondence to:

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Questions?

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