

Park Presbyterian Church

Position Description: **Church Secretary**

Reports to: Pastoral Minister, Personnel Committee

Position Designation: Part time, hourly

The church secretary is responsible for the duties listed below, plus all task that allow these duties to be met, but this is not a comprehensive list of all duties that may arise. If any work becomes a regular responsibility, but is not listed, the secretary should notify the Pastor and/or the Personnel Committee as soon as possible.

Essential Duties: Comfortable standing for at least three hours at a time; reaching, bending, lifting for telephones, files, paper, and office supplies; lifting boxes of supplies/files/etc. weighing up to 25 pounds; speaking intelligibly to others, including over the phone; typing for at least two hours at a time.

Regular Duties:

- Opening and closing the church, receiving members and visitors politely
- Answering phone calls, checking for messages, responding to calls as able
- Taking notes from visitors or calls, ensuring messages are sent to the appropriate person
- Maintenance of church membership files, records, etc.
- Creation of weekly Worship bulletins (in conjunction with Pastor)
- Creation and distribution of monthly newsletter
- Creation, posting, and maintenance of church documents (flyers, calendars, posters, internet, etc.
- Maintenance of message boards, signs, and bulletins
- Oversight and restocking of office supplies
- Coordination of building use
- Basic support of Session and church Committees
- Handle mail (incoming and outgoing)
- Bank Deposits
- Maintain clean and presentable office space and personal work space

Required Experience/Abilities:

- Secretarial and/or receptionist experience, minimum 1 yr. preferred
- Fluent in Microsoft Office Suite (MS Word, Excel, Outlook, PowerPoint, Publisher)
- General computer, copier, and office equipment knowledge
- Ability to speak and interact with persons/groups from diverse backgrounds in polite, friendly, and professional manner
- Politely deny request for unauthorized access to building, files, etc.
- Respect for privacy and confidentiality (including who visits the Pastor)