

CHURCH OFFICE MANAGER/SECRETARY

Name of Applicant: _____ Category: Hourly / Salary
Credentials: _____ Department: _____ Church/School
Wage Rate: _____ Hourly / Monthly Number of Hours per Week: _____
Supervisor: _____ Supervisor's Title: _____

JOB OVERVIEW:

The church office manager/secretary's position is to support church ministry by providing general office assistance to the pastoral staff. The office manager/secretary needs to be a member of the Seventh-day Adventist Church and attend the _____ Church on a regular basis.

RESPONSIBILITIES shall include, but not be limited to the following:

Reception:

1. Interacting with visitors to the church office and answering telephone calls and emails in a friendly and professional manner
2. Presenting a professional image in dress and grooming during office hours.
3. Maintaining the church office in an attractive and professional manner at all times.

General Office Responsibilities:

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

Church Committee(s) Support:

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

Recordkeeping:

1. Assisting church clerk with keeping accurate records of church membership, including changes to address, telephone, and email, and notifying church clerk of baptisms and professions of faith.
2. 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.
3. Managing sign-up lists as appropriate (e.g., flowers for the sanctuary, church events)

Other:

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

SKILLS:

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

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:

Ability to sit for long periods, stand and walk occasionally, and speak, listen, read, and write is required. Some lifting of office supplies of up to 25 pounds is occasionally necessary.

Statement of Understanding: I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the church.

Date _____

Employee's Signature _____