

# First Church of God – New Martinsville

## Part-time Church Secretary Job Description

**Job Title:** Church Secretary

**Job Description:** Responsible for church clerical, administrative support, communications and weekly/monthly accounting data entry and report generation.

**Accountabilities:** Accountable to Senior Pastor and the BOT of the First Church of God. In the absence of a Pastor, the Secretary will be supervised by the Vice Chair of the Association.

**Job Hours:** (Part-Time) Monday through Friday 8:00 am – 12:00 pm or 4 hours per weekday. (Occasional flex schedule in agreement with the Pastor/Board of Trustees)

**Wages:** \$10 per hour.

**Paid Time off:** 7 holidays: New Years Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas Day. (When a holiday falls on a Saturday, the previous Friday is observed; when a holiday falls on a Sunday, the following Monday is observed.)

### Minimum Requirements:

- This position will be filled by a practicing born again Christian, who knows and supports the vision of First Church of God, and sees his/her work as a way to move the mission and ministry of FCOG forward.
- The Church Secretary shall possess the following qualities: enthusiasm for the job, a self-motivator, a supporter of staff and a positive voice of church life and activities. The person must be prompt, reliable and tactful.  
**Confidentiality in all aspects of the job is a must.**
- Good writing and verbal skills with appropriate grammatical skills in both written and verbal communications.
- Ability to lift at least 20 pounds, High School graduate, non-smoker.

### Job Requirements:

Clerical:

- Professionally and appropriately interact and communicate with staff, congregation and visitors.
- Self-starter that can work independently and responsibly, with integrity and good stewardship.
- Competence in working with computer applications, such as: Microsoft Office (Word, Excel, Outlook, Power Point), SAGE (accounting), email, office machines, and photocopier.

Accounting:

- Timely data entry and report generation with attention to details and precision.
- Help with yearly church budget, Annual Business Meeting and audit as needed.

### Job Responsibilities:

Clerical:

- Receive and direct incoming phone calls.
- Forward clear phone messages to the appropriate person in a timely manner.
- Open and distribute mail daily.
- Create, maintain and publish a church-wide calendar of events and meetings.
- Coordinate, complete and print the Sunday bulletin no later than Friday morning.
- Collect visitor information, maintain visitor records and send Thank You letters for their visit.
- Inform appropriate people of prayer concerns, deaths, births, etc.
- Inform Benevolence Committee of death, hospitalization, and other needs.
- Utilize Phone Tree.

- File records and reports from the church boards and committees in accordance with the BOT record retention policy.
- File other church administrative correspondence and records.
- Maintain, update and distribute the church directory.
- Order all office and janitorial supplies.
- Maintain a community contact system in order to facilitate the church's efforts to help within the local community.
- Keep the Secretary's office neat, orderly and clean.
- Dress code is business casual.
- Other duties as assigned by the Pastor and/or the Board of Trustees.

**Accounting:**

- Utilize SAGE (accounting software) to enter invoices, cut payment checks, submit checks to Treasurer for signature, file the check stub with invoice and mail out payments. Maintain current back up after each use.

**Administrative Support:**

- Prepare the agenda with previous minutes and financial reports for monthly Board of Trustees meeting and send out meeting reminders.
- Assist the Pastoral staff with projects, as needed.
- Assist Boards and Committees with administrative support as needed.
- Coordinate volunteers for larger projects requiring extra assistance.
- Other duties as assigned by the Pastor and/or The Board of Trustees.

**Relationships:**

All staff members of First Church of God are engaged with the church and its mission. In order to effectively serve the church, it is essential that all staff members approach their duties and responsibilities with an attitude of support for one another, recognizing that the work flow varies throughout the year and often requires the special support of all to accomplish some tasks. Thus, all staff members are expected to work in harmony with one another, with the volunteers, members of the congregation, the officers, committees, and organizations. The nature of the work of the church requires discretion, tact, and utmost confidentiality.

**To apply:**

Please send your resume with 3 references to:

First Church of God  
255 Russell Ave  
New Martinsville, WV 26155

Or via email to: [applications.fcognm@gmail.com](mailto:applications.fcognm@gmail.com)