

COMMUNITY PRESBYTERIAN CHURCH
Job Posting
Receptionist/Secretary

PURPOSE: To provide secretarial and administrative services to the Pastor, other church staff, and committee members.

A. RESPONSIBILITIES:

1. Perform administrative support to the Pastor, including all scheduling, data entry, filing, routine correspondence, maintenance of calendars, the transmission of information physically and electronically, and answering telephones. When directed, offer administrative support to committees and teams as well.
2. Oversee the copy machine's usage and produce necessary copies for various church functions using the copy machine.
3. Maintain church calendars (hard copies and digital) in scheduling church usage in accordance with church guidelines and to maintain selected permanent records.
4. Manage loan of church equipment for off-site usage.
5. Perform secretarial work for church teams and committees as directed by the Pastor as Head of staff. The Pastor has priority in the use of the Secretary's time.
6. Responsible for the ordering of office and church supplies.
7. Prepare church bulletins, announcements, slides for the service, and letters to the congregation and distribution via email and mail.
8. Prepare monthly church newsletters – composing pages, articles as needed, editing, producing, and mailing/emailing.
9. Maintain and update the church website as needed.
10. Update and maintain church directory and other mailing/distribution lists as needed.
11. Post approved Session minutes and monthly financial report within five working days on the Session Report board.
12. Collect and distribute Session Meeting packets to the Pastor's and Elders' mailboxes at least five working days before the meeting.
13. Maintain Session records to include but not be limited to minutes, historical records, and membership/committee rosters.
14. Supervise volunteers as necessary. Schedule a volunteer to fill-in for this position during absence from the job.
15. Restock pew visitor cards and pencils, welcome center booklets, children's coloring bags, and refill sanctuary candles.
16. Other duties as assigned.

B. WORK HOURS:

Normal work hours are based upon 3 hours per day, 4 days per week for a total of 12 hours per week unless adjusted by the Pastor, Personnel Team, or Church Administrator. Any alteration in this schedule without pre-approval on the appropriate church form will be disallowed. Expected to attend a minimum of one staff meeting each month.

C. QUALIFICATIONS:

A Church Secretary/Receptionist is more than a job; it is a ministry. She/he is an integral part of the ministry of the church. The Secretary/Receptionist is often the first contact with the church. In all we do, we seek to honor the Head of the church, our Lord Jesus Christ. With this in mind, the following personal qualities are important to this position.

1. Visibly lives out faith in obedience to Jesus Christ and trust in His Word.

July 1, 2021

2. Membership in an Evangelical congregation is preferred, including this one.
3. Tactful and diplomatic in dealing with a lot of personalities as the church runs on volunteers.
4. Ability to be a sensitive, compassionate person, a good listener and to maintain confidences.
5. Patient and interruptible (People are more important than programs)
6. Trustworthy

D. SKILLS AND EXPERIENCE:

1. A working knowledge of Microsoft Office (WORD, EXCEL and POWERPOINT) required.
2. Must possess good organizational skills with the ability to prioritize.
3. Previous experience as a secretary or administrative assistant strongly preferred.
4. Previous experience with data file management desired.
5. Ability and desire to learn new computer software as needed.