

Job Title:

Church Secretary

Employment Status:

Part-Time, 16-18 hours/week

Compensation:

Paid Hourly (Negotiable)

Benefits:

Paid Vacation & Holidays



Overview

The Church Secretary serves a critical role in the mission of our church, providing vital support to pastoral staff, the Church Treasurer and the various ministries of the church.

Work Environment & Hours

It is expected that the Church Secretary will represent our congregation with the highest standards of professionalism, ethics, and excellence. A servant's heart, patience, timeliness and hard work are very important. Acceptable dress for the office is business casual.

The position will typically require between 16-18 hours per week. Ideally, the Church Secretary will work Monday, Wednesday, Thursday, 9am to 3pm. However, there is a degree of flexibility with this position. Alternative hours may be worked out with the Senior Pastor.

Compensation

The Church Secretary will be paid bi-weekly at an hourly rate. Paid vacation & holidays are available according to the schedule found in the Employee Handbook. Please consult the Vacation Policy & Holiday Policy for more details.

Primary Responsibilities

Accounting (4-6 hrs). Work under the direction of the Church Treasurer. Accounts Receivable (AR) and Accounts Payable (AP). Payroll. Recordkeeping in Quickbooks Online.

Communication (6-8 hrs). Publish weekly bulletin, maintain church calendar, update church app and church website, update signage around the building, post to social media and website, represent the congregation as a first point of contact.

Ministry Support (varies). Print and organize curriculum, assemble music resources, order materials, publish volunteer schedules.

Office Management (varies). Order office, kitchen and custodial supplies. Work with vendors & contractors. Maintain equipment. Filing, organization, recordkeeping.

Required Competencies

- Attention to detail. Exceptional written and verbal skills.
- Technological Fluency. Experience with (or ability to learn) Microsoft Office Suite, Easy Worship, Quickbooks Online, Canva, Social Media, Wordpress.

Character Qualities

- Integrity, honesty & confidentiality.
- Flexibility, resiliency & eagerness to learn.
- Mature believer in Jesus Christ, approaching this position as ministry.
- Be in agreement with the EFCA Statement of Faith: <https://www.efca.org/sof>

Please submit a letter of interest and resume to:
Pastor Luke Kelley: luke.t.kelley@gmail.com