

FIRST PRESBYTERIAN CHURCH – 311 FIRST ST, NIAGARA FALLS, NY 14303

POLICY: JOB DESCRIPTION – CHURCH SECRETARY – PART TIME

PURPOSE: To perform and supervise the office work of the Church

ACCOUNTABILITY: To the Pastor as Head of Staff

RESPONSIBILITIES:

1. Prepare the weekly Service Bulletins, prepare monthly Newsletter and handle all Church mailing.
2. Maintain the Church calendar
3. Type the Pastor's correspondence, class outlines, committee materials and other materials as needed.
4. Print (and type) Session and Deacon minutes and distribute.
5. Record Session minutes in the official register once approved by the Session.
6. Maintain membership records.
7. Handle incoming mail, telephone calls and visitors
8. Open and close the church office when on duty or during work hours.
9. Order and maintain office supplies – keep a record of where materials are purchased. Remember to order supplies for special occasions (EG: ashes and palms, Christmas and Easter Bulletins)
10. Update and maintain Church records.
11. Coordinate, assemble and print Annual Report for the February Semi-Annual Congregational Meeting.
12. Maintain past and present list of Church officers and Board members.
13. Attend Staff meetings, if such meeting is called.
14. Miscellaneous duties as assigned by the Pastor.

RELATIONSHIPS:

1. Relate to the Pastor as Head of Staff
2. Relate to the Treasurer as a Member of Staff
3. Relate to the community as initial contact and representative.

TIME COMMITMENT: 16 Hours per week.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent
2. Secretarial work experience.