

Job Description Parish Secretary

1. 16 Hour Position, supporting office hours Mon-Thu 0830-1230
2. Oversee all aspects of the daily running of the Parish Office
 - A. Check e-mail at least twice a day/distribute
 - B. Sort and distribute mail
 - C. Answer phones: retrieve and distribute messages
 - D. Assist parishioners in obtaining information
 - E. Place upcoming events on the Parish Calendar (hall)
 - G. Back up and clean up computer files
3. As the primary contact with the public and church members, provide a hospitable, caring, and helpful presence at all times.
4. Have a high level of competence at secretarial, computer and office skills. Familiarity with church traditions and liturgy is a plus.
5. Maintain all office equipment and order all office supplies.
 - A. Preorder supplies for office
 - B. Arrange for service for office equipment
 - C. Order and prepare cards for confirmations/receptions
6. Maintain a master schedule of all church events and community activities at the church.
7. Maintain the Parish Register and all church records and files in an organized and efficient way.
 - A. Obtain information and then input it in registers for transfers, baptisms, marriages, deaths, confirmations, etc.
 - B. File
8. Provide primary secretarial support for the Rector, including typing, copying, and administrative support.
9. Maintain the church computer database.
 - A. Input all names, addresses and family information.
 - B. Update Birthday list
 - C. Update Prayer list
 - D. Update Parish Directory in Constant Contact
10. Provide secretarial and administrative support to the Vestry and committees of the church, the organist/choir director, and the Director of Youth and Children's Ministries.
 - A. Copy/distribute Vestry minutes/agenda etc.
 - B. Type/print/mail pledge cards
 - C. Print/post sign up sheets for flowers, breakfast, etc.
11. Responsible for weekly bulletins and the church mailings.
 - A. Type/print/mail (letters to parishioners)
 - B. Send bulletins to shut ins each week
 - C. Prepare and copy welcome brochures
 - D. Prepare/copy/fold bulletins for weddings and funerals
 - E. Mail prepared quarterly statements to parishioners
12. Maintain schedules for church groups (Pastoral Care and Office Angels).
13. Maintain STRICT CONFIDENTIALITY at all times..
14. Establish a good working relationship with the Rector with a healthy openness to his/her supervisory input.