

Sterry Memorial Presbyterian Church Roswell, Idaho

Job Posting & Description

CHURCH SECRETARY

DATE: February 5, 2019

REPORTS TO: Pastor

FLSA STATUS: Non-Exempt / 30 hrs/week

COMPENSATION: \$12-14/hr DOE

PAID HOLIDAYS: New Year's Day, Martin Luther King Jr., President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving & Christmas

PAID VACATION: 2 weeks annually. One week available in the first 6 months of the year and the second week available in the second half of the year in the first year of employment. After the first year, vacation may be taken within a 6-month period, but not consecutively.

PAID SICK LEAVE: 7 days/52.5 hours annually-does not carry over

APPLICATION DEADLINE: OPEN UNTIL FILLED

To apply, please send your resume, and cover letter to: personnel@sterrymemorial.org. In addition, please complete the Technology Survey on the website at: www.sterrymemorial.org

PRIMARY FUNCTION

To provide program and administrative support to Pastor and Session, to manage the church reception office, to manage the organization and input of data to the church database, and to serve as host/receptionist for anyone visiting or calling into the church office.

MAJOR RESPONSIBILITIES

- 1) Performs diverse administrative duties and provides primary administrative and program support to pastor and Session.
- 2) Conducts the duties of Receptionist, including opening and closing, coordinating information flow, maintaining and updating the voicemail message system; provides receptionist services, answers questions, directs visitors, screens phone calls and performs various duties as needed to create a warm, welcoming and responsive environment.
- 3) Coordinates the input to and organization of the computer database of basic member information, gifts, skills, areas of involvement and service for each member, maintains records, maintains Church Directory and reports and provides information to pastor, elders and team leaders; coordinates the maintenance of the membership records and rolls in conjunction with the Clerk of Session and the Session.
- 4) Assembles information, publishes and distributes (mail, email, displays, etc) as appropriate the Worship Bulletin, Presbyts (church newspaper), Annual Report and other church wide publications, carefully proofreading all before it is distributed.
- 5) Assists with the input of worship attendance data with volunteers and reviews and distributes information to staff members and elders, develops and mails weekly visitor letters/cards.
- 6) Distributes mail and coordinates the use of postage for outgoing mail and packages; coordinates the distribution of incoming packages.

- 7) Coordinates the decoration and use of message boards throughout the church and the outdoor sign, including scheduling of use by different church groups.
- 8) Coordinates the coverage of secretarial duties for planned leaves through the recruitment and training of volunteers.
- 9) Works with Building and Grounds elder for property maintenance, coordinates custodial services and building scheduling, and functions as an advisor to the Buildings and Grounds Committee of Session. Assists the Committee in the planning for and scheduling of long-term maintenance and repair of church facilities and in prudent spending of the Buildings & Grounds budget.
- 10) Be the main point of contact for Sterry with families who desire to plan a funeral or memorial service for a family member or friend who has recently passed away. Coordinate the organist, other musicians (if desired). Coordinate the involvement of Deacons in facilitating a reception following the service and provide support and coordination before and during the service. Secretary will also coordinate and confirm that a church member is present for events. In addition, if sound or audio/visual equipment needs to be used, the secretary needs to coordinate with appointed church member familiar with the system.
- 11) Be the main point of contact for Sterry with families who desire to plan a wedding or reception.
- 12) Edits the content on the Sterry website and outside sign board as directed by the Pastor
- 13) Maintains and coordinates church calendar, including pastoral meetings.
- 14) Maintain and facilitate Prayer Chain as requested.
- 15) Assists various teams with different events/activities (including, but not exclusive of: Easter, Christmas, VBS, Auction, Camp, etc.)
- 16) Other responsibilities as delegated by the Pastor.

QUALIFICATIONS

Applicants must have excellent organizational and communication skills, including demonstrated experience in interacting and working with diverse types of people; excellent administrative skills including demonstrated efficiency in word processing, spreadsheet and internet applications; demonstrated experience working with or managing a database; demonstrated experience and ability to manage multiple priorities. The applicant will uphold personal integrity, self-motivation, and work independently; commitment to the mission of the Sterry Memorial Presbyterian Church.

REQUIRED CHARACTERISTICS

- The secretary is to display a positive, helpful attitude toward all volunteer staff and provide office assistance as necessary.
- Be friendly and helpful on the phone with a warm and welcoming attitude that says, "What can I do to help you?"
- The secretary is requested to maintain personal dress and appearance that is modest, as is appropriate to the business and ministry of the Church.
- Maintain personal discretion concerning information of Church life and ministry shared in the normal flow of staff relations.
- Maintain an attitude of genuine caring for members and guests.

WORK HOURS

8:30 am to 4:00 pm – 4 days/week Monday-Thursday

EVALUATION

A 90 day review and an annual performance evaluation and interview will be conducted by the Personnel Committee and Pastor.