Sandy Mount United Methodist Church

Church Secretary

**General Responsibilities:**

To Support the ministry of Sandy Mount United Methodist Church by providing secretarial, clerical and receptionist duties. Represent Sandy Mount United Methodist Church as the first point of contact for members and visitors.

**Report To:** Staff-Parrish Relations Committee, but shall work in direct cooperation with the Senior Pastor.

**Essential Tasks**:

* Answer, screen, provide information and take messages in response to telephone calls and visitors, referring inquiries to other information sources when needed.
* Compose, prepare and process routine correspondence, including e-mail and faxes.
* Prepare attendance sheets and newspaper notices for services.
* Update Narthex and outside bulletin boards on a timely basis.
* Prepare bulletins for service, including copying, folding and insertions.
* Prepare and distribute monthly newsletter using the deadline required.
* Maintain calendars for services, events and custodian.
* Sort and distribute mail insuring the correct party gets their mail.
* Maintain membership and mailing lists for various church activities and related committees.
* File documents and maintain paper and computer records management/file systems.
* Maintain office supply inventory.
* Provide general secretarial support in overall office operations, assignments and projects.
* Perform related duties as to specific assignments.
* Represent Sandy Mount United Methodist Church by answering questions, providing information and maintaining confidentiality.
* Other duties as assigned.

Education and experience:

* AA degree in a business related field.
* Two years secretarial/office/customer service experience\*

\*A comparable amount of training and experience may be substituted for the minimum.

Knowledge, Skills and Abilities:

* Type at least 50 wpm.
* Read and comprehend instructions, correspondence and memos.
* Write routine Correspondence.
* Respond to inquiries from employees, congregational members and citizens.
* Perform basic mathematical calculations.
* Follow written and oral instructions.
* Deal with routine problems in a timely fashion.
* Use computer software programs and/or other applications as required.

Benefits and Leave:

* Two weeks paid vacation. Vacation to be scheduled in advance with the Senior Pastor.
* BWC holidays if it is a normally scheduled work day – you get the hours you normally work on that holiday.

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPRC Member Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by the SPR Committee in 2018

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