

CHURCH SECRETARY

SUMMARY DESCRIPTION:

As a member of the Ministry Support Staff, this position is responsible for church office administration. Provides administrative support to the Ministry Staff, Ministry Area Team Leaders, and congregation.

QUALIFICATIONS:

Must have the ability to work under limited supervision, be friendly, professional and helpful to church members and visitors. Must possess general knowledge of office administration processes and equipment and be skilled in the use of multi-line telephone systems. Must have knowledge of Microsoft Office software. The ability to proficiently type is highly desirable.

PRINCIPAL DUTIES:

1. Office Administration (40%)

- Maintain inventory of all office supplies and order as needed
- Maintain office copier, folder and other office equipment by performing minor repairs or by calling office equipment maintenance personnel
- Assist various teams and committees of LPC with church related projects
- Perform various office duties as needed, especially in the absence of the Church Receptionist or Church Business Administrator
- Prepare mass mailing to the congregation for all ministry teams and staff as requested
- Prepare notebooks for the New Members Class and New Elder/Deacon class
- Generate monthly birthday reports for Children's & Youth Department ministers using CDM

2. Assist Multimedia Designer (35%)

- Print material as needed to aid graphic designer
- Assist in communication between staff and graphic Designer
- Assist in other needs as they arise

3. Facility Calendar (25%)

- In coordination with the Church Business Administrator, maintain facility schedule; publish calendar on website
- Brief members and guests who schedule facility events on facility usage policies

SUPERVISION: Reports to the Church Business Administrator

This is a part-time (21 hours/week), non-exempt position

Office Hours Tuesday 9 am – 4 pm
 Thursday 9 am – 4 pm
 Friday 8 am – 3 pm