

**NEWVILLE FIRST CHURCH OF GOD**  
**JOB DESCRIPTION – CHURCH SECRETARY**  
**Revised June 1, 2018**

**General:**

The position of Secretary is to oversee and coordinate the various office duties. This is a part-time position averaging 15 hours per week. Hours may vary at various times of the year.

**Qualifications and Requirements**

1. Must have a personal relationship with Jesus Christ as Lord and Savior and practice a personal prayer and devotional life.
2. Must be in agreement with the doctrinal statement of the Churches of God.
3. Must be willing to work under the leadership of the pastor and church council.
4. Must be proactive and creative and demonstrate a positive and teachable attitude.
5. Must honor confidentiality and not share unofficial or inappropriate information.
6. Must be proficient in reading, writing, grammar and computer skills such as Microsoft Office software (Word, Excel, Power Point, Publisher, and Worship Presentation software).
7. Must be able to maintain various office equipment.
8. Must obtain all necessary background clearances as required.

**Duties:**

1. Maintain regular office hours on Mondays, Tuesday and Thursday from 9:00 a.m. to 2:00 p.m. or as agreed upon by pastor and/or church council. Other hours as needed to complete weekly tasks.
2. Prepare weekly bulletins, monthly newsletter, and other special bulletins as needed. These items may be folded by other volunteers, but it is secretary's responsibility to secure the people to do the task.
3. Maintain regular updates to church web page.
4. Answer phone calls and check messages on voicemail. Return calls as necessary.
5. Type letters and other correspondence as needed and do church mailings.
6. Prepare weekly song and announcement slides on Power Point and Worship Presentation Software.
7. Prepare master CD's and make copies of worship service CD's weekly and as needed.
8. Update weekly attendance and offering records.
9. Prepare packets of minutes and other information for council meetings.
10. Prepare the annual church calendar and address directory.
11. Prepare and distribute promotional materials, sign up sheets, and advertisements of special church events (i.e. Vacation Bible School, Rural Festival, PAW Packs, GIGGLES, Happy Helpers, Women's Ministries, etc.). Also be willing to help with VBS and the Rural Festival registrations the day(s) of the events.
12. Maintain church database with of names, addresses, and other personal information as required.
13. Maintain church calendar and schedules of church functions, as well as the scheduling of building use by church family and others.
14. Pick up and sort mail as needed.
15. Maintain and update mailboxes as needed.
16. Order office supplies and pick up paper and certificates from The Corner Store as needed.
17. Maintain office equipment and schedule repairs as needed.
18. Other duties as assigned by pastor or church council.

**Accountability:**

Shall work under the general direction of the pastor and elders and be accountable to the Church Council. This position shall be reviewed in three and six months from date of hire. Annually thereafter.

**Termination of Service:**

Request a minimum of 2 weeks written notice to church council.