

Part-time Secretary Job Description

Faith UMC

Hours: Flexible - Approx. 12-18 hours/week

Accountable to: Office Administrator, Senior Pastor

Duties Include but are not limited to:

- Answer incoming calls and greet visitors. Answer questions to the best of your ability and/or direct them to the appropriate person that they wish to talk to or visit.
- Assist small groups and committees with general preparations for their groups as needed, such as making copies, creating booklets, etc.
- Governing Council Secretary.
- Prepare items for distribution for Sunday services.
- Distribute prepared items for worship & Sunday school (bulletins, envelopes, attendance sheets)
- Maintain membership records which includes recording attendance, updating information & status, sending/receiving transfers, visitor letters and reports.
- Work with volunteers in collating annual directory ("Red Book").
- Record memorials. Send acknowledgment to memorial donors.
- Prepare Communion trays and communion elements as scheduled.
- Available to work open office hours during office administrator's time off.
- Maintain supplies in the sanctuary such as offering envelopes & sharpened pencils
- Perform other duties as needed and assigned which may include requests from ministerial staff and the early learning center director.

Qualifications & Skills Desired:

- Christian attitude, personal skills and communication abilities necessary to interact with a wide range of members and visitors
- Self-starter, ability to work independently, accurately, and timely
- Proficient computer skills including but not limited to: Microsoft Word and Excel, Canva, and database systems
- Knowledge of social media platforms
- Ability to maintain a high level of confidentiality
- Ability to adapt from a slow pace to a quick pace requiring multi-tasking

Employee Signature

Date

Revised _____