

**SECRETARY/ OFFICE ADMINISTRATOR
FIRST PRESBYTERIAN CHURCH
PERU, IN**

UPDATED: 04/2017

POSITION DESCRIPTION

Part time – 12-15 hours per week. Salary will be commensurate with experience.

REQUIRED QUALIFICATIONS

Applicant must be computer literate and should be knowledgeable in Word, Publisher and be able to update and maintain social media sites. Applicant must show initiative and be able to accomplish required work, in a professional manner, without supervision. Applicant must have pleasant phone skills and receptionist skills and will be required to keep sensitive information confidential. Applicant must be at least a high school graduate or have a GED.

LINE OF RESPONSIBILITIES:

The Secretary/ Office Administrator shall be primarily directed in his/her work by the Pastor and secondly by the Personnel Trustee.

PRIMARY RESPONSIBILITIES

The Secretary/Office Administrator shall provide secretarial services for the Church and the Pastor and act as receptionist for the Church office.

SECRETARIAL/OFFICE ADMINISTRATOR DUTIES

Daily

- Pick up and sort incoming mail and make distribution to the Pastor and to appropriate persons.
- Check and respond to church email.
- Check and respond to church Facebook messages.
- Check and update church calendar on Google calendar.

Weekly

- Compose, print and distribute weekly Sunday bulletins.
- Maintain attendance records for the worship services.
- Maintain materials in Welcome Center.
- Prepare envelopes for and mail out weekly Sunday worship bulletins to appropriate persons.

Monthly

- Collect articles and news items and compose, publish and distribute, via email and/or regular mail, the monthly Presby Press Newsletter.
- Assist the Clerk of Session to assemble committee and financial reports into packets and distribute them to Session members and the Pastor the Thursday prior to monthly Session meetings.

Yearly

- Organize, print and assemble year-end reports into an annual report for the January congregational meeting.

When Needed

- Maintain the master calendar for the Church.
- Notify the Pastor of reported deaths, illnesses, emergencies and other items of interest involving or affecting members of the congregation.

- Maintain Church membership records within the Church computer management system.
- File and manage the Church's records and correspondence.
- Keep file systems up to date.
- Maintain a detailed Sunday Chancel Flower Sponsorship list by the members who ordered them.
- Order supplies as needed, maintaining inventories at desired levels in accordance with budget restrictions.
- Relay and report requests for the C.M.F. (Children's Mission Fund)
- Operate office equipment as needed and have it serviced and repaired as necessary.
- Maintain a log of Church property that is "on loan". With the assistance of the Trustees committee, exercise proper follow-up for the return of the property.
- Maintain the petty cash fund and records.
- Acknowledge all memorial donations to the donors. Make a list of memorials donated with individual donation amounts omitted and forward to the involved families.
- Record all memorial donors in the Church's memorial book.
- Maintain a current copy of the Membership List.
- Make copies of materials as requested by the mission teams
- Any additional activities deemed to be appropriate by the Pastor and/or the Personnel trustee.

RECEPTIONIST DUTIES

Daily

- Act as the office receptionist welcoming visitors to the office in a pleasant manner.
- Act as the telephone receptionist answering calls in a pleasant manner.
- Relay messages to the Pastor and to committee leaders as needed.

ADDITIONAL DUTIES

Additional office duties may be added as necessary.

VACATION

The number of hours normally scheduled for one week can be taken off as paid vacation time after six months of employment. This vacation time must be scheduled in advance with the Pastor and the Personnel Trustee.

Vacation may be taken at any time during a given calendar year and any vacation time not used by the end of the year will be forfeited (i.e. it cannot be carried forward into the next calendar year (1-1-XXXX thru 12-31-XXXX)).

HOLIDAYS

Pay will be given for holidays as follows:

- For the number of hours normally scheduled for the day on which the holiday falls.
- For the following seven (7) holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day.

EVALUATION: Performance reviews will be conducted at least semi-annually (more if needed) by the Personnel Trustee, with input and assistance from the Pastor and the Trustee Committee, in the evaluation. The Trustee Committee will annually review the adequacy of compensation and make a recommendation to the Budget Committee for any desired adjustment.