

OFFICE SECRETARY

Job Description

General Responsibilities: The Office Secretary shares in all the basic functions of office administration with special emphasis in areas related to coordinating the various ministries, groups, teams, staff, and personnel in regards to communication and the scheduling of meetings, activities, appointments, and services.

Specific Responsibilities:

1. Chief source and communicator of information pertaining to the life and ministry of Bethany Christian Church
2. Primary receptionist for all persons coming into or contacting the office
3. Direct liaison, confidant, information provider, and appointment maker for the senior minister
4. Schedules meeting dates and room assignments for all individuals, groups, teams, etc.
5. Establishes and maintains the master calendar
6. Composes correspondence, both written and electronic, as requested
7. Maintains confidentiality of relationships and records
8. Participates in staff meetings as scheduled
9. Transcribes drafts and reproduces a variety of material as needed or requested
10. Types and reproduces bulletins, newsletters, schedules, agendas, flyers, and other sources of information to be distributed
11. Maintains and updates the church's website and Facebook pages
12. Maintains complete and up-to-date records of the church's membership
13. Maintains current directory and annual yearbook information
14. Order and purchases office items (as approved by Leadership Team) as well as other approved items for the church as requested.
15. Prepares notices and maintains church bulletin board
16. Handles incoming and outgoing mail and packages
17. Types minister's correspondence as requested
18. Reviews, along with the minister, visitor cards and prepares welcome letters
19. Supplies material for information tables as well as keeps pencils, offering envelopes, and visitor cards available in the pews
20. Receives and locks away any contributions or checks for the treasurer, noting any instructions
21. Receives and records all memorial contributions, writes thank yous to donors, writes acknowledgments to families, and records donations in the memorial book

Accountability:

1. Administratively responsible to the senior minister and the Personnel Team
2. Performs work for the Leadership team and refers any other requests for secretarial work to the senior minister for consideration

Skills Required:

1. Knowledge of:
 - a. current office procedures and protocols.
 - b. oral and written communication, including, but not limited to, vocabulary, correct grammatical usage, and punctuation
 - c. current filing methods
- d. familiarity with all types of office equipment

- e. computer processing, programming, and data basing
- f. social media

2. Ability to:

- a. meet and/or converse with the public tactfully and courteously, answer questions in person or through media channels, and to route calls effectively
- b. establish and maintain cooperative and effective working relationships
- c. understand and carry out oral and written directions
- d. formulate written communications with accuracy of facts, spelling, and meaning
- e. handle emergency and urgent situations as they arise
- f. compile, maintain, and file accurate and complete records and reports
- g. demonstrate initiative, being flexible and able in planning, organizing, and completing assignments without constant supervision
- h. demonstrate patience, adaptability, and self control in the context of interpersonal working relationships
- i. being willing to assume leadership responsibility during the minister's absence, without crossing boundaries

Experience Required:

- 1. Christian commitment expressing itself in both character and practice
- 2. A minimum of an associates degree or the equivalent in basic office management and three (3) years administrative experience
- 3. Basic familiarity with the operation, business, and life of the church

Working Hours

9:00 a.m. until 1:00 p.m. Monday, Wednesday, and Friday

Compensation and Benefits:

- 1. The salary schedule and benefits is recommended by the Personnel Team, with final approval by the Leadership Team
- 2. An annual job performance evaluation will take place with the Personnel Team prior to the preparation of the annual budget

Termination of Agreement:

- 1. This agreement may be terminated by either party by written notice at least two weeks in advance of desired termination date.

Position Description Acknowledgment

I have read this job description, understand the requirements involved, and accept the responsibilities described and compensation package presented.

Employee Signature: _____

Date: _____