

1F. Church Secretary Job Description
Plymouth Congregational Church

The position of church secretary carries primary responsibility for creating communication links between the congregation and the programs of the church. The church secretary also maintains church records, serves as receptionist, provides secretarial services to the pastoral staff and to committee chairpersons, and serves as a liaison between the church and the larger community.

Duties

Serving under the supervision of the Senior Minister, the Church Secretary shall:

- Count and record weekly offerings and make bank deposits
- Maintain Petty Cash Fund kept at the church for purchase of stamps, mailing packages, etc.
- Maintain monthly offering envelope system
- Maintain Church membership and individual financial records
- Prepare weekly church worship bulletins
- Prepare and mail church newsletter
- Assist in preparation and development of Annual Stewardship Program
- Prepare congregational reports for Annual Meeting
- Maintain Sunday School registration list
- Publish yearly Church Directory
- Provide secretarial services for the pastoral staff
- File and maintain church records, correspondence and reports
- Maintain master church calendar
- Coordinate the use of church facilities with the senior minister
- Order office supplies and schedule routine maintenance and repairs of office equipment
- Answer telephone and communicate pleasantly with callers
- Greet and screen visitors to church office
- Maintain committee membership lists
- Type and mail minutes for various committees where needed

Requirements for the Position

- Secretarial and computer skills.
- Reside in the Fort Collins community.

Staff Relations

- Attend staff meetings.
- Abide by Personnel Policies.

Compensation, Hours, and Benefits

- Compensation, hours, and benefits will be reviewed annually by the Personnel Committee. Any changes in job description and/or recommendations regarding compensation and benefits must be reviewed by the Personnel Committee and authorized by the Church Council.