

**JOB DESCRIPTION
CHURCH SECRETARY
Zion Evangelical Lutheran Church
Enola, Pennsylvania**

Job Summary:

Responsible for assisting the pastor in the clerical and office functions and the overall record keeping required by the congregation.

Reports to:

Pastor

Qualifications:

1. Strong typing, computer and desktop publishing skills. Working knowledge of Microsoft Office software.
2. Ability to operate office equipment
3. Strong communication skills, both oral and written
4. Ability to handle multiple projects and work independently to complete priority projects
5. Must appropriately handle confidential information

Duties and Responsibilities:

1. Record weekly attendance and communion participation in the Shepherd's Staff software program.
2. Maintain membership data in Shepherd's Staff software. Provide updated membership lists periodically to staff and congregation members.
3. Assemble information for worship bulletin and inserts. This includes Sunday services, Christmas Eve/Day, mid-week Advent and Lenten services, Holy Week, festivals, funerals, weddings, and other special services.
4. Type, proofread, print and fold bulletins and inserts. Give copy to pastor for proofreading and final approval of contents.
5. Type information for the monthly newsletter (*Zion's Tidings*) as it is received from staff, mailings, Council and committees. Prepare a dummy copy for the pastor to approve for content and accuracy. Print, assemble and prepare for bulk mailing by the 28th of each month.
6. Sort and distribute mail daily.
7. Prepare and e-mail to church sexton each Friday a list of activities at the church for the following week, including rooms to be used.
8. Remain current on Postal Regulations governing third class mailings.
9. Prepare baptismal, new member, first communion, and wedding certificates as directed by the pastor.
10. Maintain, with the pastor, Parish Record Book. (Record baptisms, new members, weddings, funerals and other pastoral acts in parish register.)

11. Prepare correspondence, reports, membership transfers, etc. as requested by the pastor.
12. Keep the official congregational seal.
13. Answer telephone during the time spent in the office. Take messages where necessary. Promptly return calls left on the answering machine.
14. Read and respond daily as needed to e-mail.
15. Purchase office supplies as needed, keeping annual budget amounts into consideration. Report anticipated major expenditures to the Treasurer.
16. Maintain Petty Cash account for postage and other miscellaneous small purchases.
17. Send acknowledgements of contributions to the congregation's Memorial Fund as directed by the congregation's Memorial Committee.
18. Compile information for the Annual Congregational Meeting Report as directed by the pastor and Council president.
19. Compile information for and prepare the Synodical Parochial Report as directed by the pastor.
20. Attend monthly meetings of the Congregation Council for the purpose of taking notes and preparing minutes for the meeting. Prepare minutes within one (1) week of the meeting for review by the pastor and approval by the Council at its next regular meeting.
21. Maintain the congregation's official calendar. Receive requests for Building Use, and forward these to the Congregation Council for action.
22. Maintain notebooks of Congregation Council meeting minutes and committee reports. These are to be available in the nursery.
23. Arrange for maintenance/repair of office equipment as needed.
24. Make copies of committee meeting agendas, minutes, reports, correspondence, etc. as requested.
25. Work with congregation volunteers to complete tasks as needed.
26. Prepare list of ongoing duties, indicating the day of the week assignments must be completed, and the time necessary to complete each assignment. This list is to be easily accessible in the church office in case an emergency replacement is necessary.
27. Other duties as assigned, commensurate with normal office procedures.

Approved by Congregation Council _____

TERMS OF EMPLOYMENT CONTRACT
CHURCH SECRETARY
Zion Evangelical Lutheran Church
Enola, PA

1. **Length of Contract** – The terms of this contract shall be effective from date of signing and remain in effect until contract is terminated by either party.
2. **Probationary Period** – The first six months of employment shall be considered a probationary period. If the employee’s services are not satisfactory to the employer, employment will be terminated at the end of the probationary period.
3. **Hours** – Posted hours for the Church Office will be 8:30 am to noon, Monday through Friday. The Church Secretary is expected to work 3-1/2 hrs. per day, Monday through Friday, with a total number of hours of 17-1/2 hours per week. Additional hours must receive prior approval from the Pastor.
4. **Annual Salary** - The annual salary of the Church Secretary shall be part of the congregation’s annual budget. Paychecks will be issued on the 1st and 15th of each month.
5. **Vacation** - The Church Secretary will receive ten (10) days paid vacation each year. The Church Secretary shall not take vacation during the Advent/Christmas and Lent/Easter seasons. The Church Secretary is expected to arrange for volunteers for telephone coverage and to prepare bulletins when possible. Vacation time shall not be accumulated nor compensated for if unused.
6. **Sick Leave** – The Church Secretary will have the flexibility to make up time absent due to sickness, up to five (5) days per year. The Church Secretary should make reasonable effort to find coverage in his/her absence.
7. **Holidays** – The following days will be considered holidays for the Church Secretary and church office: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.
8. **Responsibilities** – Duties and responsibilities of the Church Secretary are as outlined in a separate job description.
9. **Church Membership** – The Church Secretary may not be a member of Zion Lutheran Church during his/her employment.
10. **Evaluation** - An annual performance evaluation will be conducted by the Executive Committee and the pastor, and the results will be forwarded to the Congregation Council.
11. **Contract Review** – Any changes in job description will result in review of this contract within thirty (30) days.
12. **Termination of Contract** – Either party may terminate this contract with a minimum of thirty (30) days notice in writing.

Date: _____ Signature of Employee: _____

Date: _____ Signature of Council President: _____