



FAITH LUTHERAN CHURCH
2730 BRIDGE ROAD
SUFFOLK, VA 23435
757-686-0468
SCOTT BENSON, PASTOR

ADMINISTRATIVE SECRETARY JOB DESCRIPTION

JOB PURPOSE

Actively participates in the management of the church office by performing administrative/secretarial duties, including clerical functions and problem solving. Must display tact and diplomacy, and maintain a high degree of confidentiality.

SCOPE

A highly responsible administrative/secretarial position devoted to the mission of the church, reporting directly to and working principally for the Pastor. Duties are performed with a great deal of latitude for independent judgment. Must be fluent in English, have good organizational skills, proficiency in typing, excellent oral and written communication skills, ability to utilize various computer programs, and strong knowledge of office procedures and equipment. Must have a valid driver's license and own vehicle. A minimum of a high school diploma or equivalent is required.

HUMAN RELATION SKILLS

- Must work within authority limits and communicate with congregational members and church leaders on an as needed basis.
- Must have strong interpersonal skills.
- Must assure and maintain confidentiality in all matters of the church, especially related to pastoral calls, counseling, or church business of a sensitive nature.

HOURS/SALARY/OTHER

- **Salary** information and increases will be conveyed at the time employment begins via a letter of offer and at the annual employee review interval.
- **Annual reviews** will coincide with the church budget planning cycles.
- The Secretary will be expected to work an **average of 20 hours per week**.
- **Regular church office hours** of operation are 8:30 AM until 1:00 PM, Monday through Thursday.
- Hours and/or days may be adjusted by verbal mutual consent between the Secretary and the Pastor.
- Hours may be worked at the home of the secretary's own residence provided:
 - Hours and work done are reported to the pastor and maintained on permanent record.
 - The church office is adequately manned to accommodate phone reception, appointments, and information regarding the bulletins or newsletters as agreed to by the pastor.
- In cases of sickness, paid time off, and family or medical needs, the secretary is to give adequate notice to the pastor, in as much as possible.
- **Two paid holidays** are provided; one for Christmas and one for the Monday after Easter.
- **Paid time off** hours are based on the amount budgeted for each year of employment as follows. All paid time off must be scheduled well in advance with the pastor's approval. Each year's budgeted paid time off must be used during the year it was earned. No compensation will be made for hours not used.
 - 1 – 3 years of service = 20 hours
 - 3 – 5 years of service = 25 hours
 - 5 – 7 years of service = 30 hours
 - 7 + years of service = 35 hours
- All **grievances** shall be directed to the Pastor or Council President.

GENERAL RESPONSIBILITIES

1. Provide secretarial support to the Pastor and various ministries as requested.
2. Screen, respond and/or route incoming calls and messages.
3. Prepare, proof, print and disburse church materials including bulletins, worship sheets, devotions, newsletters, small group lessons, church directory, annual report, sign-up sheets, etc...
4. Keep all ministries of the church informed of relevant events/concerns.
5. Maintain/Update electronic & hardcopy files for members of the congregation
6. Maintain/Update church calendar and outside sign.
7. Pick up, distribute and disseminate mail and correspondence.
8. Review, distribute and respond to correspondence (paper & e-mail) when appropriate.
9. Prepare baptism, confirmation, wedding, and membership certificates.
10. Maintain attendance, visitor and "Acts of Ministry" logs of services and events.
11. Maintain listing of area churches and pastors.
12. Maintain church record book.
13. Notify members of congregation of weekly assignments such as usher, reader, liturgist, child care communion assistants and acolyte.
14. Order weekly flowers and maintain flower chart.
15. Monitor inventory of paper supplies, cleaners and kitchen items.
16. Order and maintain office supplies within annual budget.
17. Provide operations monitoring of facility and notify responsible parties of needs including janitorial service, maintenance and security.
18. Coordinate/Utilize volunteers when available for office support.
19. Maintain/Update database of weekly music license usage as directed.
20. Assist in the preparation/coordination of youth events including registration, materials, supplies, venue and transportation.
21. Maintain bulletin boards.
22. Assist in the coding of bills.
23. Pick up bank bag.
24. Maintain and distribute Time & Talent Sheets.
25. Notify Outreach Ministry of people in need and direct those in need to available community services.