

Church Secretary Job Description

Mission: To provide administrative and secretarial services to the past and other church staff and to greet and provide information and direction to anyone contacting the church office as potential new members, business contacts, etc.

Accountability: Accountable to the pastor as head of staff and, through the pastor, to other staff in the performance of his/her duties. In the event that a pastor is not employed or not available, supervision comes from the personnel committee moderator and the session.

Qualifications:

- a. Must have working knowledge of computer/peripheral hardware and a variety of relevant software programs including but not limited to Microsoft Office Word, Excel and publisher.
- b. Ability to operate/maintain the copier and other Church machinery.
- c. Possess a pleasing personality coupled with the ability to work well with other people.
- d. The ability to work well while unsupervised and to be self motivated.
- e. Be a good listener and compassionate.
- f. The Ability to make decisions and take necessary action when required.
- g. Good organizational skills
- h. Ability to maintain the confidentiality of the pastor's office, i.e. written and spoken words, personal visitations, etc.