

Centenary United Methodist Church Secretary's Office Hours & Job Description

Updated 1-16-2006

15 Hours per week/ Flexible

Job Description:

- Answering phone/ taking messages/making calls/reminder calls for meetings
- Sorting mail
- Checking E-mail & responding in a timely manner
- Drafting/filing documents: letters, inserts, stationery, business cards
- Up-dating info: membership records, labels, etc.
- Office supplies: inventory, ordering and picking up, postage
- Bulletin and announcement: format & work with pastor and worship team for editing, copy, collate, insert, fold, have to church on time for Sunday Services.
- Newsletter/Calendar: Format, copy, collate, fold, label and mail.
- Initiate maintenance of office equipment.
- File visitor card and send visitor postcard to address on card.
- Odd jobs on computer or copier for various ministry teams.
- Attend monthly church council meeting.

This work will be done with an understanding that much information which passes through the church must remain confidential.

You work most directly with the Pastor and report to the Pastor, who in turn works with the Staff Parish Relations Committee. If you have concerns or complaints about your job, or the interaction with other members of the congregation, please speak with the Pastor or the Chair of the S.P.R.C.

Sick leave can be arranged according to circumstances.

Reasonable time off can be arranged for vacation, urgent family needs or bereavement.