

Administrative Secretary

Job Description

Lake Gibson United Methodist Church (LGUMC)

Position Summary

To serve the church by maintaining an organized church office, in order that the Pastor may fulfill his ministerial responsibilities. The main focus is providing secretarial and administrative services for the Pastor. When work load and time allows, gives assistance to other members and church committee chairmen.

Qualifications:

- High School Diploma or GED required
- Experience in administrative and secretarial skills preferred
- Proficient in typing and computer/word processing abilities required
- Knowledge in the use of Microsoft Office (Word, Publisher, Excel, Powerpoint, etc.) as well as Google Drive and Google Calendar is required
- Speak English fluently (knowledge of English usage, spelling, grammar, and mathematics)
- Pleasant personality and good conversational skills
- Able to receive directions and carry out instructions
- Cleared by the basic Florida State Background Check
- Annually attends the Florida UMC Child Protection Policy Class
- Provides two written references (non-relatives)

Responsibilities:

- Treat visitors with courtesy and respect. Maintain a positive, helpful attitude when dealing with people.
- Keep church matters (e.g. counseling appointments, giving information, staff situations, etc.) confidential.
- Meet with the Pastor daily to go over calendar for the day to include Pastor's schedule (for use in emergencies).
- Check for phone and email messages as soon as possible (prior to starting day's activities) and follow up on messages.
- Check with the local hospital to see if members are patients when email notification is not received from the Chaplain's Office.
- Receive all church visitors when volunteer receptionist is not available, receive incoming calls; answer questions and provide information when possible. Take complete and accurate messages and route call to appropriate persons.
- Write, compile, and send letters, notices and articles at Pastor's direction.
- Type and copy weekly bulletins for Sunday and other worship services. Prepare worship visual slides when requested.
- Pick up, sort and distribute mail, seal, stamp and sort outgoing mail. Assist volunteers with bulk mailing processing, folding bulletins, inserting flyers in bulletins, etc.
- With a church member, pick up monetary contributions from the safe on the first business day of the week and give to "counting volunteers".

- Maintain a monthly desktop calendar and electronic Google calendar to be used for scheduling use of church facilities, activities, and use of special church equipment. Monitor all activities to avoid conflicts in schedules and locations. Refer to calendar for communicating scheduled activities in church bulletins, church newsletter and local newspaper.
- Give volunteer list of who to phone concerning upcoming scheduled meeting/s.
- Order flowers to put on the altar for worship service as needed. Order literature and other supplies needed for the various ministries of the church.
- Serve as membership secretary for LGUMC. Maintain an up-to-date electronic file of all members and constituents on the Servant Keeper computer program. Assign member numbers and update offering envelope mailings through American Church Inc. OSV Portal.
- Record all baptisms, weddings and funerals. Keep list of new members, transfers of membership, and removal of member's names (per UMC policy).
- Assist the Pastor in preparing all Annual Charge conference, Monthly, and Year-End reports and other requested information by the District and/or Conference.
- Act a recording secretary at annual church charge conference.
- Update, with aid of Trustees, an equipment and property inventory with changes.
- Maintain an inventory of office supplies, and ensure that office equipment is well maintained and serviced as needed.
- Assist with food pantry activities on an emergency basis.
- Assist the Church Council and other ministry members in their duties as time permits.
- Keep volunteer office staff informed of any changes that might affect their duties and give assistance as needed.
- Attend staff meetings when scheduled and takes notes.
- Maintain time sheet of all hours worked performing duties as noted above.

Policies

- This is considered a part-time non-exempt position with hours not to exceed 20 hours a week unless requested by the Pastor due to special circumstances.
- A copy of the Personnel Policies and Procedures Handbook for members of the Staff of LGUMC is attached and made part of the Job Description.

Approvals:

Pastor: _____ Date: _____

Employee: _____ Date: _____

Original in Employee Personnel File

Copy to Employee

Form approved: 7/14, Revised 5/16, 11/16, 2020-02-10