

## **Church Secretary Job Description**

### **Position Summary:**

The Church Secretary provides administrative support to the church staff and congregation, ensuring smooth operations and effective communication within the church community. This role involves handling communication, managing documents, social media, and assisting with financial tasks.

### **Key Responsibilities:**

- Create and print weekly service bulletins.
- Prepare, email, and distribute monthly newsletters to the congregation.
- Manage and update church social media accounts to engage the community and promote events. Update regularly, ie. Facebook. Instagram and church website.
- Assist with financial tasks such as record-keeping, donations, and budget support.
- Perform general administrative duties including phone inquiries, scheduling, and correspondence, communication with call 'em all, mailings, holiday events and stewardship campaigns, online newsletter and bulletin.
- Provide administrative support for church programs and events. Track membership, changes and additions in Breeze. Works with memorial contributions with correspondence and communication, including thank yous.
- Any incidental and necessary duties to successfully support the ministry of the Centennial United Methodist church as determined by the pastor and Staff Parish Relations Committee. Ie. Support ministry teams with meetings copies and meeting minutes.

### **Qualifications:**

- Minimum education of high school diploma and /or related administrative experience of 1 year. Previous experience within a church setting preferred.
- Proficiency in Microsoft Office, email platforms, and social media platforms. Willingness to learn necessary organizational management tools including but not limited to Breeze, Canva and Church website management tools. Possible future project of slides for church workshop.
- Excellent verbal and written communication skills.
- Attention to detail and the ability to accomplish tasks accurately and meet deadlines.
- Must have the ability to work independently.
- Must have effective time-management skills
- Excellent office management and organizational skills
- Ability to handle confidential information with discretion.
- Appreciation for and understanding of church operations and values.