

# Job Description: Church Secretary

St. Luke's Lutheran Church, North Baltimore, Ohio

The Church Secretary generally works four hours Monday through Friday (*from 9:00 am to 1:00 pm*). It's understood that this changes for holidays. The secretary should notify the pastor when there are other changes. Secretary hours are publicized in bulletins and newsletters from time to time.

If the pastor is not in the office, the front doors remain locked. Those who wish to enter will need to use the phone or doorbell to announce their presence. Transients should not be admitted to the building, but directed to the local Police Station for assistance. Persons should not be directed to the pastor's residence for church business.

It is not acceptable for the secretary to accept the role of bringing anonymous complaints or problems to the pastor or Church Council members. With tact, the secretary is to direct persons to speak directly to each other. A "Code of Conduct" is available.

**It is preferable that information for the pastor, notices, lists, and written communications as described in this job description be given to the pastor via the computer.**

**All records and church related matters are to be held in confidence.**

## Weekly Tasks: Monday

**Post Offerings:** offering contributions are recorded on individual financial statements on behalf of the Financial Secretary. **Utmost confidentiality is expected for this task.**

**Worship Attendance:** weekly and special worship service attendance is recorded in the provided book.

**Entranceway Announcement Board:** the coming week's date, sermon title, and text are displayed.

**Weekly Altar Flower Order:** arrangements are made by calling the donor(s), asking if there are designations for the bulletin ("in honor of" or "in memory of"). These designations are to be included in the bulletin.

**Visitor Guest Book:** when visitors sign the guest book, the information should be passed on to the pastor.

## Ongoing Weekly Tasks

**Email Maintenance:** Organize and maintain the church email account.

**Bulletin Announcements:** The pastor and members will send a list of announcements to be included in the bulletin, to be formatted for publication. The deadline for submissions is Thursday at 10:00 a.m. By Friday morning, the pastor will provide the “Order of Worship” pages. After bulletin announcement pages have been completed, a copy for online posting should be prepared.

### Weekly Tasks: Friday

**Collate, Fold, and Staple Bulletins:** Following the sample provided, the secretary duplicates and puts the bulletin together, placing them in the narthex. A copy is placed on each acolyte bench (with a sermon note page).

**Mail Bulletins:** a copy is mailed to homebound members. A personal note of greeting is encouraged.

**Children’s Bulletins:** make copies each week, placing them in the narthex.

**Post Hymns:** post the worship hymns on both sanctuary hymn-boards.

**Pew Supplies:** pew racks should be made orderly, with adequate Special Fund envelopes, “My Prayer” cards, blank offering envelopes, and sharpened pencils.

**Information:** Maintain the timeliness and neatness of the “Information Table” and the “Large Bulletin Board.”

## Monthly Tasks

**Newsletter:** Format the newsletter based on current bulletin announcements. At the deadline time, the pastor will send an information email. Communicate with the pastor for deciding on a date to mail and post the newsletter. Collate, staple, fold, and mail the monthly newsletter. After the newsletter has been completed, a copy for online posting should be prepared.

**Worship Attendance Statistics:** following the final worship service of the month, give worship statistics to the pastor (all worship service attendance, and the Sunday morning average).

**Special Fund Report:** provide a monthly summary report for the pastor before Council.

**Time Sheet:** hours worked are to be given to the Church Treasurer twice a month.

## On-Going Tasks

**Special Fund:** pay bills and reimbursements, make deposits, record offerings on individual financial statements.

**Phone Calls:** Please answer the phone by identifying “St. Luke’s Lutheran Church.” When the pastor is not in the office, forward messages and information to the pastor. For very important and urgent messages, call or send a text message to the pastor.

**Property Reservation Requests:** supervise and coordinate these forms, communicating with members as needed.

**Office Files:** a copy of all documents, correspondence, and special projects should be kept in proper files and orderly. If there is a question as to whether something should be discarded, the pastor should generally be consulted.

**Computer Information:** when changes of address, phone, etc. are made in official electronic version of the church records, the pastor should be notified

**Church Calendar:** maintain the official (Google) church calendar, recording all activities, events, and building use. Notify the pastor and housekeeper of any changes.

**Church Records:** all official acts (Baptisms, Confirmations, Weddings, Funerals, etc.), are to be recorded and kept updated in the permanent Church Record Book. As time permits, call members to fill in blanks for birth, baptism, confirmation, marriage, etc.

**Baptism:** when there is a baptism in the congregation, order a red rose to be placed in a vase on the Altar. Notify the pastor when this is done.

**Copy Machine:** clean according to posted instructions. Call for repairs as needed.

**Inventory:** an inventory should be kept of all office and copier supplies. Orders should be placed in consultation with the pastor.

**Office Shelves:** keep the shelves in order, and the office generally neat.

## Special Projects

**Christmas Poinsettia and Easter Flower Orders:** organize these orders with designations for the bulletin (“in honor of” or “in memory of”).

**Annual Report:** in consultation with the pastor, type, edit, and format reports as provided by leaders, placing the reports on the narthex table by the last Sunday in January.

**Year-end Offering Statements:** individual financial statements should be prepared annually (*and placed on a narthex table in sealed envelopes*) by the end of January.

**Job Description:** review annually with the pastor and make appropriate changes if needed. All changes should be reported to Church Council.