

## **Church Secretary Job Description**

The position of secretary of Hillsboro First United Methodist Church is presently a part-time position.

The list of responsibilities includes the following:

- a. Gather information, type, run copies and mail the monthly newsletter. The newsletter is sent out the last few days of each month in order for the membership to receive it by the first day of the upcoming month.
- b. To type and make copies of the weekly worship bulletin. The bulletin deadline is usually on Friday of each week. The pastor is responsible for selection of hymns and the order of worship. We are currently printing 150 bulletins per week.
- c. To maintain church website with weekly updates of software records and files.
- d. To have basic knowledge of using all office equipment. The secretary is also responsible for ordering office supplies.
- e. To perform any other tasks necessary for council meetings, committee meetings and other things needed by the pastor.
- f. Salary is set by the Church Council upon recommendation of the Pastor-Parish Relations Committee on an annual basis. The PPR committee is responsible for determining the hours necessary to do the work needed for the ministry of the congregation.