

## **Church Secretary Job Description**

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

Responsibilities include but are not limited to 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 records and files, monthly posting of newsletter and bi-monthly posting of council minutes.
- d. To have basic knowledge of using all office equipment. The secretary is also responsible for ordering office supplies including paper and printer toner.
- e. Take minutes at church council meetings and write up minutes for web posting and for approval at next council meeting.
- f. To perform any other tasks necessary for council meetings, committee meetings and other things needed by the pastor.
- g. Maintain and update Power Point files for video displays used in weekly worship services.
- h. Maintain and update Microsoft Access data base containing membership status of all congregants and mailing addresses to merge with Microsoft Publisher software for newsletter mailing.
- i. 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.