

**POSITION DESCRIPTION FOR CONGREGATIONAL OFFICE SECRETARY  
ST. PHILIP EVANGELICAL LUTHERAN CHURCH**

*“ Let love be genuine; hate what is evil , hold fast to what is good; love one another with mutual affection; outdo one another in showing honor. Do not lag in zeal, be ardent in spirit, serve the Lord. Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers.”*

Romans 12:9-13

1. The Congregational Office Secretary shall assist the mission and office ministry of the congregation by attending to:
  - a. Organization, printing, and copying of worship bulletins (Wedding, Funeral, and other special worship services of the congregation) and inserts.
  - b. Maintenance of the Parish Register
  - c. Computer data basing of congregational information such as membership, prospective members, worship attendance both weekly and yearly
  - d. Notification of lay worship leaders
  - e. Printing, and distribution of congregational Newsletter
  - f. Reception of visitors and phone calls
  - g. Congregational and pastoral correspondence
  - h. Establishment and maintenance of an office system of filing and information management
  - I. Office related errands and collection of needed supplies and weekly deposit
  - j. Collection, sorting, and distribution of mail
  - k. Oversight of maintenance, operation, and supplying of office equipment
  - l. Coordination of some duties with the altar guild, social ministries (updates telephone tree), and Christian Education committee
  - m. Other duties as assigned

**note:** The above responsibilities are subject to periodic review and alteration as congregational needs

2. The Congregational Office Secretary reports to the Senior Pastor. The Secretary shall meet with the Staff Evaluation Committee for a job review 3 months after beginning work, and annually for the purpose of expressing concerns and evaluations of job description, performance, and salary. The Secretary, Committee, or Pastor may call for a special meeting of the Committee at any time.
3. The Congregational Office Secretary shall:
  - a. Maintain regular office hours
  - b. Receive one week paid vacation the first year with an additional day added per/year up to 5 years. One week of personal/sick time.
  - c. Be compensated in the amount of \$9.00 per hour, not to exceed 23 hours per week, and administered twice monthly (The congregation will pay one half of Social Security, 7.65%, and will withhold all appropriate Social Security taxes.)
  - d. Give notice of termination of employment at least 30 days in advance of termination. The congregation reserves the right to terminate the position at any point, but not prior to the 30-day period of notification.

**Skills and Requirements:**

1. Computer experience including use of internet, word processing, data base management, desktop publishing. Experience with Microsoft Word, Excel, Access, Power Point, and Publisher preferred.
2. Must exhibit excellent communication and interpersonal skills.
3. Must maintain strict confidentiality.
4. References must be provided
5. Successful applicant must submit to and pass a pre-employment background check and drug screening