

# FAITH EVANGELICAL LUTHERAN CHURCH

## JOB DESCRIPTION

**Title:** Church Secretary/Bookkeeper

### **Job Summary**

Perform comprehensive secretarial and bookkeeping duties in accordance with established policies, assist in performing limited administrative details using good judgment, self-direction, and minimal supervision. The individual is expected to act in accordance with the expectations listed in this document.

### **Responsibility Statements**

- 1) Administrative
  - a) Type correspondence, prepare worship bulletins, memos, reports, church calendars, and schedules of a general and/or confidential nature in a timely manner
  - b) Compile information from pastor, boards, and parishioners to publish weekly bulletins and a monthly newsletter
  - c) Maintain a calendar of church events to coordinate space usage and communicate these to membership via e-mail, direct mailings, or bulletin boards as needed
  - d) Take and maintain reservations for Fellowship Hall rentals by members and non-members
  - e) Arrange reservations, enrollments to meetings and seminars for church employees
  - f) Maintain an inventory of various church and office supplies and order items as needed or requested
- 2) Reception
  - a) Utilize strong communication skills in receiving and screening church calls and visitors during arranged office hours
  - b) Relay information on basic questions concerning the church and/or pre-school to members and visitors as requested
  - c) Exercise discretion with regard to private information, both of individual members and the congregation as a whole
  - d) Regularly pick up, open, and screen incoming mail, routing it to appropriate personnel
- 3) Membership
  - a) Maintain the Shepherd's Staff database and personal files of church membership
  - b) Prepare and maintain various reports of various information for ready accessibility to pastor, boards, and other staff
  - c) Record attendance weekly for worship and Sunday School, identifying visitors to be shared with pastor or other representatives of the congregation
- 4) Financial
  - a) Track church deposits and deliver to bank as needed (at least once a week, usually two to three times a week)
  - b) Track and maintain the various accounts of the church (including pre-school), including various designated funds, under the direction of the church Treasurer and Church Council
  - c) Prepare bi-weekly and semi-monthly payrolls and bills for payment
  - d) Verify accuracy of financial printouts and accounts, reconciling them as needed under the direction of the Treasurer
  - e) Assist the Pre-School Administrator and/or the Board of Education in receiving and tracking payments for deposit as necessary
  - f) Compile monthly budget reports for Church Council meetings and specific boards as requested
  - g) Complete any required tax forms and file corporate papers and all necessary tax information
  - h) Count and track Sunday School offerings and coordinate payments as directed by the Board of Education

This list is intended to describe general responsibilities of the position and not intended to be exhaustive. They will be used in the establishment of performance goals and rating of employee performance.

### **Experience**

The ideal candidate should have over a year of previous secretarial experience within the last five years.

### **Education**

Candidate must be a high school graduate (or GED) with a working knowledge of computer word processing (preferably Microsoft Word and Google Docs), data management, bookkeeping (preferably Shepherd's Staff), and spreadsheet programs (preferably Microsoft Excel and Google Sheets).

### **Complexity**

Job activities are heavily diversified, requiring maturity, independent judgment, confidentiality, thorough understanding of policies and procedures, an ability to work well with figures, skill in coordinating work assignments, flexibility, and understanding of specialized terminology. Employee must be capable of handling discretionary information and answer questions in the absence of the pastor.

### **Effect of Errors**

Clerical or statistical errors could cause considerable inconvenience and delay for the pastor and other church staff and boards. Errors in judgment and the breaking of confidence could result in great time loss and hurt feelings among the pastor, staff, and other parishioners. Discourteous or tactless manner with others could injure the image of the church.

### **Supervision and Administration**

The employee supervises no one and directly reports to the pastor. In the case of grievances which can't immediately be resolved with the pastor, the employee has recourse to ask for mediation from the Church Council.

### **Personal Contacts**

Employee will have contact with all levels of church staff, parishioners, and outside agencies. Employee must have ability to give and receive information well.

### **Mental Effort**

Employee must have the ability to establish priorities and anticipate the needs of the church and her pastor, as well as the ability to maintain knowledge of various activities. The job requires alertness to detail and good judgment and diplomacy in handling unexpected problems. It is subject to frequent interruptions at times while handling several matters simultaneously. The employee must be able to maintain accuracy and efficiency in performing job duties.

### **Physical Effort**

The majority of time will be spent at a desk, working with a computer, answering the phone, and greeting visitors. Some time is spent stocking supplies and delivering packages. Must have reliable transportation.

### **General Expectations**

At Faith Lutheran Church, we want the care we provide to others to be faithful to our calling as Christians, serving the neighbor with excellence whenever possible. Whether with pastor, church staff, boards, or parishioners, this requires a team effort and common goals. Below are expectations of this employee in caring for the whole person.

- 1) Demonstrate a desire to help, offering before being asked.
- 2) Respect the dignity, privacy, confidence, and differences of others.
- 3) Listen openly to concerns or questions, looking at them, putting yourself in their place, and considering their needs. Avoid patronizing or negative feelings toward the church or her pastor. Doing so will be grounds for dismissal.
- 4) Learn and share information about the church and her services. Be ready to answer questions, knowing where to go for answers you may not have readily available.
- 5) Model courteous phone etiquette. Identify yourself and the church each time with a willingness to help.
- 6) Deal with problems promptly or find someone who can. Follow through, focusing on the solution rather than blame.
- 7) Care for church property as if it were your own.
- 8) Greet others with a smile, pleasant tone, and good eye contact.
- 9) Call adults by last name and courtesy title unless asked to do otherwise. If you're unsure, Ma'am or Sir are appropriate.
- 10) Take pride in yourself with regard to appearance and personal care. Dress professionally for the position and tasks.
- 11) Demonstrate a positive outlook about the those you work for and with.
- 12) Remain open to new ideas and change and take initiative to let others know your ideas for improvement.
- 13) Confine non-work-related activities to non-public areas.

### **Work Hazards**

None

### **Compensation and Benefits**

Salary is paid every two weeks on an hourly basis. The starting rate of pay is \$14.00 per hour with future changes being determined by the Church Council. The position is for twelve (12) hours per week, up to a maximum of sixteen (16) hours in a given week as necessary to accomplish assigned tasks. Logs for hours above twelve in a week require approval from the pastor or a representative of the Church Council. Employee is allowed two (2) paid personal days per year based on an average workday (three hours/day).