

## Bethesda Lutheran Church Job Description

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**Title:** Church Secretary  
**Reports to:** Pastor and Council President  
**Work Hours:** Part Time, 25 hours per week

**Purpose:** The secretary will serve the church as receptionist, being the first point of contact for members and visitors by phone, email and in person. The secretary will perform office duties helping the Pastoral staff in ministry to the church and community.

### Primary Accountabilities:

- Have the ability to interact with parishioners, guests, committee, council and staff in a manner that is helpful, courteous, pleasant, and professional.
- Manage communication on behalf of the church, including email, social media, phone, walk-ins, US mail
- Manage the daily mail including picking up the mail at the Carlton US Post Office
- Assist pastor and council with clerical and administrative support
- Weddings: maintain wedding schedule, schedule date on calendar, track deposits, send wedding guide.
- Funerals: maintain records, schedule dates and assist with contacts for music, etc. as needed.
- Ensure the office runs smoothly; opportunities to develop and recommend improved office procedures and systems.
- Responsible for the weekday operation of the church office and building usage
- Perform all typing, copying, filing and correspondence..
- Manage church calendar (paper and electronic) and event scheduling with various groups.
- Assist with creating and printing documentation of events such as baptisms, church membership, wedding, funerals, and other life events.
- Prepare bulletins, monthly newsletters, financial reports and schedule worship assistants for worship services and other bulletins as necessary. Print materials for pastor, council, and committees
- Prepare and print the annual reports of the church.
- Order and maintain office supplies and office equipment.
- Assist in keeping the office area neat and organized.
- Sign checks for billing statements and reimbursements
- Work with the pastor and the council for the purpose of the administration and mission of the church
- Other duties as assigned

### Skill Set/Education Requirements

- Prefer 2 years administrative experience.
  - Must be able to work independently in an office environment and multitask
  - Attention to detail, organization, and priority management is essential.
  - Written and verbal communication skills and interaction with all levels of staff, committees, and members are essential.
  - Ability to operate all office equipment. (phone, computer, and copier equipment, etc.) Google Docs, Sheets, Gmail, proficiency and ability to learn software packages such as Power Church and others.
- Flexibility

### To Apply:

- Send resume with 3 references and cover letter to [bethesdalutherancouncil@gmail.com](mailto:bethesdalutherancouncil@gmail.com)