

DALLAS UNITED METHODIST CHURCH SECRETARY JOB DESCRIPTION

PURPOSE

The Church Secretary position provides essential clerical and administrative support to enable an effective, caring, and outreaching ministry of the Dallas United Methodist Church.

TASKS TO BE PERFORMED

The Church Secretary works under the direct supervision of the Pastor. Job duties include, but are not limited to, the items below.

1. Prepare and produce Sunday worship bulletins.
2. Prepare, ~~print, and mail~~ and distribute *The Powerline* (the monthly church newsletter). Update the database for mailing labels and fill out the bulk mail forms.
3. Maintain a master list of church members and constituents—both on paper and in the computer database. Prepare the church directory at least annually. Keep church member and constituent contact information up-to-date (in cooperation with the Membership Secretary).
4. Answer the telephone and maintain message system for the Pastor and volunteer church leaders.
5. Monitor the church email account. Maintain the church email address list. Respond to email or forward to the Pastor or other appropriate church leader.
6. Periodically update church informational materials. Organize church brochures, newsletters, and other materials on the tables in the Narthex as necessary.
7. Keep supplied the children's activities and supplies in the Narthex.
8. Keep updated the church calendar and room schedule.
9. Prepare and send church mailings and other correspondence.
10. Maintain well-organized files, both paper files and computer files.
11. Type and prepare reports, minutes and other documents for distribution.
12. Maintain an inventory of office supplies and equipment and order/purchase office supplies as needed.
13. Pick up and distribute mail.
14. Maintain an orderly church office presentable to the public.
15. Perform other administrative and office duties as assigned by the Pastor.
16. Limit use of computer and other office machines to church-related work.
17. Coordinate the work of office volunteers.

QUALIFICATIONS

1. High School diploma required.
2. Two or more years of clerical and/or secretarial experience strongly preferred.
3. Strong interpersonal skills with an ability to interact professionally and courteously in-person, on the phone, and in email communications. Ability and commitment to maintaining confidentiality.
4. Demonstrable computer skills, including ability to use ~~Microsoft Word, Publisher, Outlook, Excel,~~ word processing, desktop publishing, email and scheduling, spreadsheet, and database applications, as well as web browsers.
5. Strong written and verbal communication skills.
6. Ability to use basic office equipment, including a copier and fax machine.
7. Strong organizational skills and attention to detail.
8. Ability to meet deadlines.
9. Ability to work both independently and under the supervision of the Pastor.
10. Willingness to represent the values of this congregation of the United Methodist Church. Knowledge of the United Methodist Church or another mainline denomination preferred, but not required.

TERMS OF EMPLOYMENT

1. The Church Secretary shall be directly supervised by, and accountable to, the Pastor.
2. The Church Secretary shall also be accountable to the church through the Staff-Parish Relations Committee (SPRC).
3. The Church Secretary shall be initially employed for a three (3) month probationary period. At the end of the probationary period, upon a satisfactory job review, employment shall continue subject to annual job reviews (see below).
4. The SPRC will meet at least annually with the Church Secretary for:
 - a. A review of job performance and relationships with the Pastor, church leaders, and the congregation.
 - b. A review of the job description.
 - c. A review of the salary and benefits to make recommendations for the compensation package to the Finance Committee.
5. The Church Secretary may request to meet with the SPRC or its chairperson, provided that the pastor is given notice of such a meeting in a timely manner.

6. Initial hourly compensation shall be determined by the SPRC based on the successful candidate's experience and qualifications.
7. The position is 16 hours per week. Hours are negotiable. If additional days or hours are worked, comp time will be prearranged with, and approved by, the Pastor.
8. The Church Secretary will maintain a neat and professional personal appearance while conducting church related business.
9. One-half day per month of sick leave will accrue for use in that calendar year. The maximum number of allowable days is six (6) per year. Sick leave may not be rolled over from one year to the next.
10. Holidays are paid days off if they occur on regular work days. These include Christmas, New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving or the designated legal holiday for those listed.
11. Either party may terminate this employment, without cause, by giving fourteen (14) days written notice of termination to the other party.