

Office Manager/Church Secretary

Hours: Full Time: 40 Hours. 8 AM to 4:30 PM, Monday through Friday

Part-time secretary: 8 AM to noon, or 12:00-4:00.

Responsible to Ministers

Daily:

Relate in cordial and helpful manner to variety of people who come to the office

Handle incoming phone calls, making sure information gets to proper channels

Type correspondence, reports, lists, etc.

Work with committees in the church: minutes, meeting notices, letters. etc.

Assist pastors in their duties

Correspondence/reports on computer – Word, WordPerfect, Excel & Calendar programs

Schedule use of building by committees, congregation, community groups

Sort mail and retrieve e-mail daily

Meeting notices for commissions sent out in advance of scheduled meeting

Publications:

Copy Joys and Concerns from the prayer group meeting and distribute

Weekly bulletin is typed, printed, folded and distributed

Publish funeral bulletins, wedding services and special event material

Monthly Clarion sorted, addressed, and mailed bulk mail

Maintain & continually upgrade mailing lists for Clarion & Commissions, Church Windows, and directory

Church directory printed each summer with complete local listing of all members' and constituents names, addresses and telephone numbers, including large print editions

UMW directory printed Jan/Feb of each year with their UMW schedule and plans

Design & publish memorial flowers listed in bulletin for Easter & Christmas

Coordinate list of deceased and donors with Sec'y of Memorial Committee for Memorial Sunday

Arrange with Tri-City Herald for articles & advertisements for special events, etc.

Develop and keep current a website for KFUMC. post calendar events, Clarion and other pertinent information on website.

Membership:

record attendance of members, visitors

Design various brochures

Write out baptismal and New Member certificates

Roll Book kept current with page for each family unit: births, deaths, marriages, etc.

Roll list made annually for cross-checking and increased accuracy

Record baptisms, transfers in and out in the membership books

Return, in a timely manner, transfer forms to appropriate churches to transferred members.

Yearly reports prepared for Charge Conference

Continuously update Church Windows information as it becomes known to you

Order Supplies:

Order paper supplies, printer cartridges, office supplies

Order bulletins as needed

Sanctuary candles and 7-day candles

Purchase certificates, Baptismal, Confirmation, etc and forms in general

Postage: Bulk permit and stamps

Miscellaneous:

Make arrangements for repair work to be done (as requested by Trustees)

Check out keys to various persons and groups as necessary

Sign checks for bookkeeper

Inform custodian of room use and arrangement for meetings

Monthly reports (attendance/finance) for pastor

Coordinate lists of Campership applicants for Church Camps & cross check lists with Conference lists prior to payment by bookkeeper

Continuously update information on members and visitors pertinent to the Church Windows Program. (This would start with an all-church questionnaire)

Rummage Sale, Holly Daze and VBS with graphic designs, updating and publishing information, making signs and coordinating publication of information needed for each event assist