

Trinity Lutheran Church and School
Fergus Falls, Minnesota

Position: Church Secretary

General Requirements:

As a highly visible representative of the church, the secretary must understand and support the teachings of Trinity Lutheran Church and School and the Lutheran Church - Missouri Synod (LCMS). He/She must have a personal love of Christ and promote the mission of the church. He/She must possess excellent written and verbal communication skills as well as understand the need for confidentiality.

Responsibilities:

The Board of Elders is responsible for the hiring, training, review and overall employment of the church secretary. The secretary works daily under the direction of the Pastor(s) and is accountable to the Pastor(s) as well as the Board of Elders. The secretary will be in daily contact with members of the congregation, as well as non-members, and will strive to serve them as needed. However, if a question should arise as to what is required of the secretary, he/she should direct this to a Pastor or to the Board of Elders. (For example, if a member asks the secretary to perform some duty that is not a part of the secretary's job description, the secretary should seek advice from a Pastor or Elder, if necessary.)

The secretary will perform the following duties on a regular basis:

- Greet people and assist with questions, etc.
- Answer telephones in a courteous, professional manner
- Prepare the Sunday bulletins, inserts, worship folders, etc. as well as bulletins for weddings and funerals.
- Prepare the monthly calendar of events / newsletter.
- Pick up, sort and distribute mail
- Check email daily and respond accordingly
- Keep all church records and membership up to date and accurate
- Prepare agendas for meetings
- Oversee orderly care of and access to all church/school keys
- Oversee orderly care of and access to church credit card.
- Order supplies for the church office and other items as needed
- Recruit and organize volunteers as needed
- Maintain orderly filing system, including board minute books and files on server.
- Establish schedules for acolytes, etc. Maintain schedules for ushers, Elders, organist, greeters, banner changing, and altar guild.
- Proofread all mailings, letters, bulletins and other written matter
- Assist in organizing and scheduling special events
- Prepare certificates for weddings, baptisms, confirmation, etc.
- Assist treasurer, financial secretaries, school staff, board chairpersons, altar guild, and others with needs as requested
- Attend staff meetings as scheduled (during regular work hours)
- Compile and prepare Annual Report and others as needed.
- Complete parochial report annually for Synod
- Monitor traffic through church premises to insure safety and security for church personnel and members.
- Operate copy machine, refill it with paper, toner, and staples, and fix jams.
- Send mail, including receipts, bulletins, newsletters.
- Update bulletin boards.
- Admin church/school website and social media.

Other duties will be assigned by the Pastor(s) or Board of Elders as they arise throughout the year.