

## **Fredsville Lutheran Church Secretarial Duties**

The Secretarial Position is Monday-Friday, generally, 9am-1pm. Approximately 20 hours a week. Time can be flexible but should be scheduled within regular business hours. Benefits are not available due to the limited work week. However, paid holidays are included: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day. Unpaid vacation time may be requested and will need to be approved by the Pastor and/or the Council. Although time off for illness or medical reasons may be taken, it is also unpaid. Hourly wage is competitive and updated each year based on Council and Finance Committee approval.

### **General:**

- Be welcoming to people who stop by the church or contact Fredsville via phone or e-mail. The secretary should strive to provide a friendly and professional first impression.
- Act with integrity, protect privacy, and respect confidentiality when handling personal information including but not limited to contact information, medical conditions, financial gifts, individual or family situations, etc. If there is any question of whether something should be shared, consult with the Pastor and/or the Council President.
- Correspond in a professional tone and manner when preparing and replying to e-mails.
- Be willing to learn new skills and adapt as church activities, technology, and congregational needs evolve.
- Be aware that people inquire with our congregation about cemetery/genealogy information, The Family Clothing Closet, and requests for assistance.

### **Opening and Closing the Church:**

- Unlock the Church for the office hours for staff and visitors. (North, South, and West doors)
- Maintain tidiness and professional appearance of the common areas and work space.
- Prior to leaving, turn off all designated lights and lock the doors.

### **Phones:**

- Answer the phones with a professional greeting identifying the congregation.
- Direct phone calls to appropriate individuals and take informative messages.
- Check voicemails each day in the office.

### **Preparing for Worship Service:**

- Prepare, copy, and set out weekly bulletins and special event bulletins.
- Proof all documents prior to print and distribution.
- Prepare announcement information for bulletin and digital slides
- Maintain accurate records regarding attendance and digital views.
- Digitally post and send out video recordings of worship services.

### **Monthly Newsletter:**

- Create, proof, and disseminate the monthly newsletter by the 1<sup>st</sup> of each month.
- Coordinate articles and information to put into the newsletter.
- Check the calendar for meetings, choir rehearsals, and youth activities to include on the newsletter calendar.
- Organize newsletters for USPS mailing.

**Electronic / Information Technology:**

- Review incoming emails daily and forward to appropriate individuals for management.
- Use tools such as Google Drive to work collaboratively with church staff and volunteers.
- Be comfortable with digital programs such as Google Docs, Microsoft Word, Canva.
- Scan documents as needed.
- Comply with copyright law when preparing newsletters, bulletins, flyers, Facebook posts, etc.
- Report usage of copyright-protected songs on the One License & CCLI web sites.
- Understand and comply with church policies such as only listing people on the prayer list who wish to have their names and reasons publicly shared.
- Assist with coordination and production of the Annual Report
- Back up computer systems at the end of each day.

**Record Keeping and Retrieval:**

- Maintain up-to-date written and electronic/database records including church memberships, baptisms, marriages, and deaths.
- Retrieve information as appropriately requested by staff and others, keeping confidentiality and privacy protection in mind.

**Office Duties:**

- Evaluate inventories of miscellaneous office supplies. When needed, prepare a list of supplies to be ordered and review with the Pastor or Council President.
- Order supplies in a timely fashion for daily operations and special events.
- Maintain up-to-date vendor contact information in coordination with Committees.
- Collect and sort the daily mail. Place financial reports and bills in the Treasurer's mailbox.
- Assist staff with printed materials as requested.
- Create and print sign-up sheets for various Church activities.
- Maintain and update the Church Calendar with scheduled meetings and events. Communicate reminders and changes to the Pastor, Council President and other appropriate staff/individuals.
- Post calendars, updates, and appropriate Congregational communications in the Work Room, Kitchen, and Gathering Space for members to view.

**Staff & Committee Involvement:**

- Engage with other Church Staff regularly to keep open communications regarding needs and upcoming events.
- Inform custodian of any upcoming events or groups using the fellowship hall.
- Make copies of information for committee meetings as provided by the chair.
- In the event of a physical building problem notify the pastor and the property committee.
- Communicate with service providers on behalf of the property committee.
- During winter, you may be asked to work with the property committee to help monitor the boiler dial to make sure the temperature is between 140-180°F. Contact designated property committee members if problems arise.