

Church Secretary Job Description

Position Title: Church Secretary

Reports To: Pastor and Church Personnel Committee

Employment Status: Part-Time (hours set by church leadership)

Position Summary

The Church Secretary serves as the administrative and communication coordinator of the church. This position supports the pastor, staff, ministry leaders, and congregation by managing daily office operations, maintaining church records, preparing communications, and assisting with financial and membership administration.

The secretary functions as the primary point of contact for the church office and helps ensure church ministries operate in an organized, orderly, and confidential manner. This role requires professionalism, reliability, discretion, and a servant-hearted attitude toward members and visitors.

Core Responsibilities

1. Office Administration & Communication

- Serve as first point of contact for visitors, members, and community inquiries
- Answer and route telephone calls, messages, and emails
- Open, sort, and distribute incoming mail
- Maintain office hours and general office operations
- Prepare written correspondence and church communications
- Assist pastor and staff with administrative needs
- Maintain confidentiality in all church matters
- Manages workload appropriately without excessive supervision
- Order office and ministry supplies

2. Church Publications & Information Management

- Prepare and publish weekly church bulletin
- Collect and organize weekly announcements
- Maintain prayer list updates

- Produce and distribute newsletters, calendars, and ministry communications
- Maintain sign-up sheets, flyers, and ministry announcements
- Maintain church calendar (facility usage, ministry events, and activities)
- Assist with maintaining church website and digital communication platforms (including church sign, graphics for screens, and Sunday display content) as directed

3. Membership & Church Records

- Maintain and update membership records and contact information
- Record baptisms, weddings, funerals, and membership changes
- Maintain Sunday School and attendance records
- Maintain organized church filing systems
- Prepare new member materials and welcome packets
- Prepare letters, acknowledgements, and memorial notices as needed

4. Financial & Contribution Support (*Secretary assists — does not replace Treasurer*)

- Post weekly contributions into church management system
- Prepare contribution records and reports for treasurer review
- Print and distribute financial statements as requested
- Assist with accounts payable processing (checks, vouchers, and filing)

5. Ministry & Event Support

- Coordinate facility scheduling and reservations
- Prepare materials for church meetings and ministry events
- Assist with funerals, weddings, and special services as needed
- Support ministry leaders with administrative needs
- Assist in preparation of reports, rosters, and church documents

6. Annual & Periodic Responsibilities

- Prepare yearly contribution statements
- Assist with annual church profile or association reports
- Support budget preparation with Treasurer and leadership

- Maintain and archive church records
- Assist in preparing leadership lists and ballots when required

Qualifications

- Be an active member of a church with regular weekly attendance
- Previous administrative or office experience preferred
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in basic office software (e.g., Word, Excel, email systems)
- Ability to handle confidential information with discretion

Physical & Work Expectations

- Maintain regular in-person office hours
- Ability to operate standard office equipment
- Ability to manage interruptions and multiple requests
- Ability to sit for prolonged periods of time.