

**Asbury United Methodist Church**  
***Job Description***

**Job Title:** Church Secretary

**Job Relationships:** Supervised by: Church Administrator

**Position Summary:**

The Church Secretary must:

- 1) have a caring attitude, excellent people skills, and high integrity (a positive attitude);
- 2) be accessible, responsive, and flexible to handle changing needs (reliability is a must);
- 3) have communications, computer & administrative skills (articulate & computer literate);
- 4) have effective budgeting and accounting skills (good with numbers and math);
- 5) be able to multi-task with a servant's heart (a leader & Christ-centered life).
- 6) PRAY – a lot.

The Church Secretary provides administrative support to the Senior Pastor, Senior Associate Pastor, and Executive Director as well as myriad other organizational and administrative functions.

**Duties and Responsibilities:**

Schedule appointments, correspond on behalf of, and perform office functions as directed by the Senior Pastor, Senior Associate Pastor and Executive Director.

Assist the Senior Pastor by compiling pastoral visit requirements and special requirements for worship services (e.g. baptisms).

Compile and distribute, on a weekly basis, the requests for information/assistance taken from the worship bulletin welcome cards.

Assist the Director of Communications in producing weekly worship and special worship bulletins and orders of worship.

Work as a team member of the Administrative Staff to provide support to the ministry leaders and congregation with regard to copying, etc. In general the copy room cleanliness and the use of the machines is a “user responsibility”, but the Secretary will maintain oversight and stocking of this area. Additionally, see that daily distribution of staff mail is maintained in staff mail boxes.

Coordinate with and provide support to the Receptionist, which includes cross-training and providing coverage for lunch breaks and absenteeism.

Assist with the Wedding Ministry by providing literature and request forms and coordinating ministerial support of those who wish to be wed at Asbury.

Coordinate and communicate the hospital visitation schedule with Pastors and hospital visitation coordinator and team on a daily basis.

Participate in staff worship, staff meetings, retreats/offsites, and other ministry activities.

Perform other duties as assigned.

**Qualifications:**

1. Education and Experience:
  - a. High School Diploma required; B.S/B.A desired
  - b. Three years experience (paid or volunteer) in an office environment
2. Knowledge, Skills, and Abilities:
  - a. Solid Christian grounding; evidence of a vital and growing relationship with Jesus Christ
  - b. Working knowledge of MS Office (Word, Excel, Outlook) and office automation products
  - c. Excellent verbal and written communications skills
3. Working Conditions:

Full-time (40 hours per week); salaried position with benefits.