Trinity Lutheran Church

Las Cruces, NM

**CHURCH SECRETARY POSITION DESCRIPTION**

**Title: Church Secretary**

**Hourly Position:** 15 hours per week

**Supervisor:** Pastor

**Summary:** The Church Secretary supports the overall mission of Trinity Lutheran Church. S/he organizes, coordinates, and publishes the church calendar, databases, and communication tools including weekly worship bulletins, announcements and reminder notices (in print and electronic forms). S/he manages the website and provides a positive and capable church office presence.

**Organizational Relationships**

* Reports directly to the Pastor.
* Interacts in a friendly and professional manner with staff, council, members of the congregation, and the public.
* Welcomes weekday visitors to the church and connects those seeking information or assistance through established procedures.
* Offers information, support and training (as appropriate) for church staff and volunteers in matters pertaining to office equipment, databases and communication tools.

**Skills Required**

* Excellent organizational skills including time management and attention to detail.
* Expertise with Microsoft Office software (Word, Excel, Publisher, Outlook)
* Ability to maintain and update the Trinity Lutheran Church website.
* Proficiency in, or ability to learn, the Church Management Software in use by Trinity Lutheran Church (currently using Shepherd’s Staff).
* Proficiency with general office equipment (copier, computer, scanning tools, phones, etc.).
* Good people skills, professional and collaborative style.

**Duties**

* Provide clerical and administrative support to the Pastor(s) and Congregational Council.
* Assist the Pastor(s) and Council Secretary in maintaining and updating official church records and databases using Shepherd’s Staff and other tools.
* Maintain and communicate the current master calendar of church events, activities and meetings, and facility rentals.
* Prepare and publish weekly church bulletins, printed announcements and e-updates, monthly Crossbeams newsletter, monthly calendars, annual reports, posters, flyers, brochures, certificates, and other publications as requested.
* Update and maintain church website.
* Maintain a current membership directory and publish regular updates.
* Assemble and prepare information for the annual report of the Congregation and the Synod parochial report and makes copies as required.
* Ensure that office equipment is maintained in good working order, arrange for repairs, and order supplies as needed.
* Prepare, process, and distribute incoming and outgoing mail which includes deliveries.
* Maintain an efficient, neat and well-organized office including files and records.
* Ensure a professional, positive, and confidential environment in accordance with the mission of Trinity Lutheran Church.
* Communicate prayer requests and Pastoral care concerns to the Pastors and prayer team (as appropriate); maintain the weekly prayer lists.
* Other duties as may be assigned by supervisor and/or the Trinity Lutheran Church Executive Committee.

**Other Qualifications and Requirements**

* Minimum of one year experience in office work.
* Demonstrated familiarity with church work and communications needs.
* Must agree to undergo a background check including an FBI fingerprint check if requested.

**Hourly Position**

**Weekly work schedule may be negotiated on an annual basis to be either:**

Tuesday through Friday 9:00am to 2:00pm

*OR* Monday through Friday 9:00am to 1:00pm

I understand and accept the duties and responsibilities as outlined above.

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Employee Signature Date