

**JOHN KNOX PRESBYTERIAN CHURCH (U.S.A.)
3000 NORTH HIGH SCHOOL ROAD
INDIANAPOLIS IN 46224**

Job Title: Church Secretary

Job Description:

30 hours each week at times agreed upon with the Head of Staff

Subject to the provisions of the *Personnel Policies and Procedures* of the John Knox Presbyterian Church (U.S.A.)

Accountability:

This position reports to the Head of Staff and the Session through the personnel committee; yearly evaluation.

Purpose/Scope:

To provide effective and efficient secretarial and administrative services to the Pastoral staff, Session, Trustees, Board of Deacons, ministry teams and other designated individuals.

Requirements:

The person shall have the following qualifications:

- ability to maintain confidentiality;
- excellent interpersonal and verbal/written skills;
- computer skills; competency with Microsoft Office programs, InDesign, and other programs necessary to perform the job responsibilities;
- proficiency in use and operation of general office equipment;
- ability to proficiently handle multiple projects and meet deadlines.

Responsibilities:

The church secretary will maintain an updated List of Specific Duties to be performed.

Participate in special groups formed from time to time to recommend and/or implement new technology or other processes related to the administrative functions of the church.

Other secretarial and administrative duties not specifically listed as approved by the Head of Staff.

Church Office:

- accurately prepare and duplicate documents, letters, forms, and other materials as requested;
- answer telephone and handle telephone inquiries, respond to emails promptly, send outgoing faxes and distribute incoming faxes, postal mail and other deliveries;
- maintain office files, incorporating necessary safeguards to protect confidential information;
- maintain adequate office supplies within budgetary guidelines; oversee operation of office machinery, contacting Trustees for approval of expenses for other than scheduled maintenance;
- disburse and maintain records of office petty cash in accordance with church financial policies; submit report to church Treasurer;
- assure bulletins for Sunday and special services are accurately prepared and duplicated on a timely basis;
- create initial PowerPoint presentation for weekly worship services;
- assist with updating church website as needed;
- maintain statistical reports related to church and church school attendance;
- maintain church calendar, coordinating facility use with Trustees;
- disburse and maintain current records for church keys;
- address public inquiries for assistance;
- send Thank You notes for Memorial donations and notify family members of such donations.

Church Membership:

- maintain current membership file and mail list in consultation with the Board of Deacons; update and reproduce the church membership directory annually;
- compile accurate information required for all certificates, including baptism and church membership;
- assist Pastor and Clerk of Session with accurately maintaining the permanent church register; assist Clerk of Session in preparing church records for annual review;
- enter weekly attendance data in church management software; create a list of Sunday visitors;

- notify staff of members who are hospitalized, disabled, or otherwise in need of pastoral care; ensure the prayer list is up to date; update Prayer Team on ongoing prayer concerns;
- accurately prepare mailings for ministry teams, boards and organizations of the church that cannot be done by members of those entities;
- prepare and distribute the monthly newsletter, the *John Knox Tidings*.

Reports:

- proof read, duplicate, distribute and file Session minutes and dockets including minutes from the ministry teams;
- compile information and duplicate Annual Report for the Annual Congregational Meeting by the date determined by the Head of Staff;
- compile and prepare statistical and other special reports for higher governing bodies under the supervision of the Clerk of Session and Head of Staff.