



First Presbyterian Church

65 North Third Street
Newark, OH 43055

AGREEMENT FOR CONTINUED EMPLOYMENT – Church Secretary

JOB DESCRIPTION

TITLE: Church Secretary

PURPOSE

Perform general office work, thus relieving the ministerial staff of executive and clerical duties. The secretary is on the frontlines and is often the first person the public sees or talks to. The secretary must create an environment that is inviting to people passing through on a daily basis.

ACCOUNTABILITY:

The church secretary is accountable to the Senior Pastor.

PERSONAL COMMITMENT:

As a church employee and team member, the Church Secretary must be a professing Christian who believes in Jesus Christ as his/her personal Lord and Savior.

QUALIFICATIONS:

The Church Secretary shall:

1. Have a neat, clean, wholesome appearance, reflecting the respect and atmosphere belonging to a church.
2. Have a pleasant, upbeat, and friendly attitude.
3. Demonstrate a high level of trust and integrity; total confidentiality is a must.
4. Be able to anticipate and prioritize the work load.
5. Be knowledgeable and creative in operating the Microsoft Office suite of software programs and be willing to learn other software as required (for example, Servant Keeper).
6. Be able to work with each member of the staff.
7. Be willing to help a member of the congregation or to listen to someone in need in the absence of the pastor.
8. Be compassionate but firm when dealing with persons who call asking for financial assistance.

RESPONSIBILITY:

A. DAILY RESPONSIBILITIES

1. Check phone messages.
2. Receive phone calls and distribute messages as needed.
3. Receive mail and distribute as needed.
4. Receive church e-mail; respond or distribute.
5. Keep the church calendar up to date.
6. Type any correspondence needed by pastor or committee chairpersons.
7. Keep communications open between members and the pastor.

B. WEEKLY RESPONSIBILITIES

1. Prepare Sunday bulletins.
2. Post schedules from elders and committee leaders.
3. Order flowers for sanctuary as requested by church members, when necessary.
4. Help to update and maintain the church's website.
5. Attend staff meetings as needed.
6. Refer persons in need to Licking County Coalition of Care.
7. Submit bulletin information to Advocate Faith Page.
8. Make copies of enlarged hymns, inserts, and church bulletins-weekly and for special occasions.
9. Activate prayer chain.
10. Keep current: church membership list, church newsletter labels, petty cash.
11. Track Christmas and Easter flowers and church dinner reservations.

C. MONTHLY RESPONSIBILITIES

1. Keep current the monthly calendar on bulletin board.
2. Schedule events for church members (Reserve Fellowship Hall, etc.)
3. Schedule weddings and committee events.
4. Copy church newsletter and distribute.
5. Keep track of payments and leases pertaining to parking rental.

D. ANNUAL RESPONSIBILITIES

Prepare:

1. Annual Report booklets.
2. Session Retreat booklets.
3. Christmas Eve bulletins.
4. Lenten activities/service bulletins.
5. Holy Week/Easter service bulletins.

PERFORMANCE REVIEW:

The Senior Pastor and the Personnel Committee Chair will conduct a performance review of this position at least annually.

EMPLOYEMENT DETAILS:

- Hours: 15 /week.
- Pay: \$10 /hour.
- Vacation: No additional paid vacation time. The Senior Pastor must give prior approval to any missed time due to vacation or personal need.
- Sick Time: No additional paid sick time. First Presbyterian reserves the right to require a doctor's note for any missed time due to illness.
- Flex Time: Regularly 15 hours must be worked per week over the calendar year. Hours worked in the church office must be consistent on a week to week basis. However, hours missed for sick time, vacation or personal need must be made up within thirty days. At no time can more than 40 hours be worked in one week's time. Any hours that are not made up within the thirty days will be deducted from the next pay period at a rate of \$10 per hour.
- The church pays workman's compensation.
- The church does NOT pay either Federal or State unemployment.
- Benefits: no additional benefits.
- Payday is bi-weekly, on Wednesdays.
- We are using a payroll service so all paychecks are direct deposited in a bank of your choice.
- The details of this employment agreement shall remain until new terms are agreed upon by both parties or employment is terminated.

APPROVALS:

Secretary _____ Date _____

Personnel Elder _____ Date _____

Pastor _____ Date _____

Rev. Steven Brand