

JOB DESCRIPTION – Church Office Secretary

- Title: Church Office Secretary
- Responsible to: Pastor or her/his designee.
- Objective: To provide a welcoming atmosphere and to oversee the efficient operation of the church office.
- Employment Status: Part-Time (No Benefits) 25 hours per week.
- Qualifications: Strong computer skills (Microsoft Word/Publisher or similar software), as well as experience with database software.
Strong organizational skills.
Proficiency in use of office tools such as photocopier, printer, typewriter, calculator, etc.

Responsibilities:

Office

- Serve as church receptionist, receiving all guests, phone calls, incoming correspondence, including mail and email.
- Liaison to Appleton Bilingual School.
- Orders: office, educational, worship and coffee supplies as well as flowers for worship services.
- Maintains membership records: current membership, envelope numbers, prospective members, hospitalized members, homebound members, and other record keeping as assigned, using Shepherd Staff.
- Prepares and prints weekly and special occasion bulletins for worship services using Microsoft Word/Publisher or similar software.
- Prepares and publishes/distributes the weekly constant contact email.
- Coordinates the printing of monthly newsletter using Microsoft Word/Publisher or similar software.
- Prepares bulk mailing for monthly newsletter and delivers to Bulk Mail Department of U.S. Post Office.
- Prepares and publishes/distributes the monthly newsletter online.
- Helps to maintain the church's website and facebook page.
- Oversees all special mailings initiated by the Church Council, Committees or staff.
- Maintenance of Church Calendar.
- Prepares reports for: Committees, Church Council, year end reports, for the congregation, Synod, Church-wide ELCA.
- Work with the director of music ministry to file copyright information online.

Finance – Zion Lutheran Church and Zion Mutual Homes

- Maintains accurate records and receives fees associated with: weddings, funerals, baptisms, special donations, and memorial gifts to name a few.
- Record cash receipts including recording contributions by parishoner and donation category.
- Conduct a monthly reconciliation of bank account.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.
- Issue yearly financial statements to members.
- Assemble information for external auditors for the review of financial statements.
- Maintain an orderly accounting filing system.
- Report payroll hours/salaries to the payroll company.

- Prepares Finance Count Sheets, monthly financial reports and year end financial reports.
- Maintains petty cash with accurate records and receipts.
- Prepares checks for signature as determined by Treasurer.
- Prepare checks as directed by Endowment Fund Committee.
- Must exercise wise judgement and always be conscious of the need for confidentiality.