



## Weaverville UNITED METHODIST CHURCH

<b>JOB TITLE:</b> Secretary	<b>DATE:</b> Thursday, August 11, 2022
<b>DEPARTMENT:</b>	<b>REPORTS TO:</b> Lead Pastor
<b>LOCATION:</b> Weaverville United Methodist Church	

**Weaverville United Methodist Church is currently seeking an office secretary to serve in our church office Monday through Thursday, 9 – 12 at \$18 an hour. Interested parties please reach out with a resume to: [office@weavervilleumc.org](mailto:office@weavervilleumc.org)**

### **Purpose:**

The Secretary supports the pastors and church staff through daily administration of all church communications, financial processes, and correspondence. The Secretary serves as a liaison between the congregation and the church administration, church staff, and Weaverville Preschool, providing information, making inquiries, and fielding requests. The Secretary serves as a liaison between the church and community, fielding requests for facility use, assistance, and community support.

**Work Year/Position:** This position is a part-time, non-exempt position estimated to be 12 hours per week.

### **Duties and Responsibilities:**

- Office Administration:
  - Serve as first point of contact for the church via face-to-face, phone, and email communications.
  - Maintain the master church calendar, including requests for facility use, and van use
  - Serve as liaison between Pastor and staff and congregants, committees, and outside groups regarding church building use, special events and needs for those events.
  - Pick up and deliver mail from post office.
  - Maintain postage needs.
  - Maintain paper-based and computer files for finances, church administration, committees, etc.
  - Order and maintain office supplies for Secretary, music director, pastor and worship supplies.
  - Maintain master church keys in the office. Key management: create key cards, loan/receive keys, maintain key log, receive/return deposit, receive fee.
  - Process new-hire paper work, including background checks, drug screens, etc. for new employees for both church and preschool.
  - Support new hires and volunteers on procedures, equipment use, church policies.
  - Enter attendance for worship services and Sunday School into spreadsheet.
  - Other duties around peak church seasons may arise, advanced notice will be given.
- Communication:
  - Generate weekly bulletins, including content collection, layout and design, and printing. Bulletins include Sunday morning, including announcements and inserts. Create bulletins for special worship, funeral/memorial, or weddings as needed.

- Worship visitors: enter dates and contact info into computer, send letters or emails as appropriate in consultation with the pastor.
  - Generate and manage lists for newsletter subscribers.
  - Generate weekly newsletter regarding church events.
  - Generate email for special events, as needed.
  - Serve as Secretary to Pastor in regard to correspondence, calendar coordination, church activities, and congregational updates.
  - Generate and mail/email appropriate and reasonable correspondence from Pastor and other church committees. File and distribute committee notices and minutes.
  - Generate correspondence for church-wide distribution list, including emails, flyers, and announcements.
  - Print certificates for marriage and baptism when needed.
  - Works with church staff to coordinate publication of articles and announcements for newsletter, bulletin, bulletin inserts, event flyers, email, and social media (WUMC website).
  - Field requests for pastoral assistance and provide support as needed, including directions to other area resources.
  - Write letters for members joining/leaving the church.
  - Update church street sign when appropriate.
  - Research, compile, enter annual UMC Ezra report.
  - Charge Conference forms: print blanks, gather data, computer entry, and end of the year reports for UMC.
- Technology Support:
    - Maintain the church website, media updates, and notifications; this also includes installation of bug fixes, plug-ins, upgrades, renewal of domain registration and weekly backups on website.
    - Keep office equipment in good working order, including annual copier contract, and other products as needed. Backup computer on an as needed basis.
    - Review camera security video data when requested.
- Congregational & Committee Support:
    - Serve as point of contact between congregants and pastor and staff, including updates regarding calendar, congregational care issues, and church activities.
    - Prepare communication/program materials (programs, flyers, cards, mailings, letters, emails, nametags, etc.) for church events, including special services, Stewardship Campaign, Preschool Graduation, local missions, etc..
    - Collaborate with committee chairs to generate and provide materials for committee meetings and distribute materials as needed.
    - Maintain Master Church Roster in Shepherds Staff database and email lists, in conjunction with "Membership Secretary." This includes generating and processing all membership requests, transfers, and removals. This also includes entering/maintaining membership data into Shepherd's Staff and into paper register binder: contact info, births, deaths, baptisms, marriages, new members, departing members.
    - Notify all appropriate personnel, pastor, church council chair, and caring committee chair upon the death of a church member.

**Qualifications:**

- Recommended: Associates Degree with minimum of two years' experience in an office environment
- Strong interpersonal skills with a respectful, cooperative, and intentional honest work ethic
- Excellent communication skills in both verbal and written formats
- Computer proficiencies that includes Word, Publisher, Outlook, Excel, MailChimp, Googlesvite, Shepard Staff, Word Press
- Basic understanding of the structure and beliefs of the United Methodist Church and NC Conference is helpful

**Supervisory Responsibilities:**

- None

**Work Environment/Dynamic:** Work environment includes, but is not limited to an indoor, office setting at a computer. While primarily an independently functioning role, team work with other staff, church leaders, and congregational members is expected.

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Employee

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Pastor

\_\_\_\_\_  
Staff Parish Relations Chair

\_\_\_\_\_  
Date

Date reviewed and approved by Church Council \_\_\_\_\_