



# Oakland United Methodist Church

70 Oakland Terrace  
Charles Town, West Virginia  
304-725-3737

## **POSITION DESCRIPTION: CHURCH SECRETARY**

If you would like to apply, please send an email with resume to: [SPC@oakland-church.net](mailto:SPC@oakland-church.net).

### **OVERVIEW:**

The Church Secretary works closely with the Pastor, staff, and volunteers to help accomplish the mission of the church through effective communication, organized recordkeeping, and administrative support. Position requires highest ethics and absolute confidentiality.

### **SPECIFIC RESPONSIBILITIES:**

1. Job will initially require a time commitment of 12 hours a week, and there is some flexibility between on-site and off-site performance. Bulk of responsibilities will be on Monday-Wednesday, with expectation to check email and phone messages remotely on Thursday-Friday. Hours will be expanded as church grows.
2. Daily answer phones if in office, and regularly check emails and voice mails during the week. Handle requests or forward to church person responsible for the activity.
3. Sort and distribute mail.
4. Manage/display church calendar. Maintain information on all upcoming church activities. Update activities on church website.
5. Manage Pastor's "To Do" list and some scheduling. Coordinate with administrators at Pastor's other church for scheduling.
6. Assist Pastor with any calls or follow-ups, or any reports, presentations, or copying that might be needed.
7. As requested, update digital display on road sign.
8. Order any supplies needed for office or for the custodian, worship team, or group leaders.
9. Maintain orderly filing system for church records.
10. Maintain inventory records of equipment and repair contracts.
11. Schedule repairs of facility and equipment as requested by, and in coordination with, custodian and Trustees.
12. Weekly work expectations include:
  - a. Input attendance into Church Windows and email report to Pastor.
  - b. Input giving information into Church Windows and email report to Pastor.
  - c. Run report from Text in Church and email to members of the Worship Team.
  - d. Follow-up with welcome letters to any guests who attended Sunday worship and submitted contact information. Forward contact information by email to Pastor and Lay Leader.

- e. Position coordinates with Church Treasurer involving deposits if needed and picking up bank receipts at Bank of Charles Town.
- 13. Create handouts or fliers needed for activities or publicity and reproduce and distribute as necessary. Might need to manage a bulk mailing to the community during the year.
- 14. Coordinate with church Treasurer for the timely renewal of all licenses (operating and software). Maintain calendar of expirations.
- 15. Maintain church membership and friends' information in Church Windows.
- 16. Maintain church email list in Outlook and send email blasts as directed.
- 17. Maintain emails in Text In Church software and send text blasts on occasion as directed.
- 18. Maintain list of church committees and update as needed.
- 19. Maintain relationships with Baltimore-Washington District Administrator and prepare reports, make reservations for conferences, and other Conference activities.
- 20. Annually, gather information and prepare packets for Church/Charge Conference.
- 21. Annually, input year-end information into Conference's Ezra system.
- 22. Other administrative duties may be assigned as needed.

**QUALIFICATIONS:**

- 1. Demonstrated background in office management. Prior experience in church setting helpful.
- 2. Strong computer skills: MS Office Suite required. Willing to learn other software programs used by the church such as Church Windows, Text in Church, Website updating, and Digital Sign display. Desktop and computer server maintenance knowledge helpful.
- 3. Must have good communication skills, be a team player, and interact graciously with church members and the public.

**ACCOUNTABILITY:** Position reports to the Pastor, or to the Chair of the staff-Parish Relations Committee as designated by the Pastor.