

FIRST PRESBYTERIAN CHURCH
MASON CITY, IA

POSITION DESCRIPTION

TITLE: Administrative Secretary

PURPOSE: To assist in the coordination and performance of business and secretarial affairs of the church.

ACCOUNTABILITY: Accountable to the pastor as head of staff.

RESPONSIBILITIES:

1. Welcome visitors and members, both in person and on the phone during office hours, assist in their needs/requests or direct them to the appropriate person, and attend staff meetings.
2. Perform church office operations such as answer the phone, create newsletters, bulletins, and bulletin inserts, photocopying, filing, record keeping, mailings, and all activities as directed by the pastor.
3. Perform secretarial duties for the church staff, ministry teams of the Session, and ad hoc committees as necessary.
4. Maintain the church calendar and coordinate all activities involving the church building. This includes scheduling use of the building by outside groups, preparing the appropriate rooms, and collecting fees for building use.
5. Oversee purchasing and maintenance of office equipment.
6. Coordinate maintenance of the building and grounds (along with the custodian and the Building and Properties Committee) assuring that repairs, inspections, janitorial work, and coordination of special functions and scheduling of tenants is performed.
7. Responsible for paying bills twice a month, reimbursement payments, and purchasing all needed church/office supplies.
8. Maintain accurate records for year-end reports including annual reports for the congregational meeting and statistical reports to the Presbytery. Also responsible for updating all church record books.
9. Contact and schedule a suitable substitute for the office during vacation.
10. Perform any other duties as assigned.

RELATIONSHIPS

Accountable to the pastor as head of staff and work directly with chairs of Session ministry teams and representative of ad hoc committees.

PERFORMANCE EVALUATION

Performance reviews will be conducted annually by the pastor as head of staff and a member of the Personnel Committee. Adequacy of compensation will be reviewed annually.