

TITLE: Church Secretary

AGREEMENT OF  
EMPLOYMENT:

SCOPE OF WORK: Church Secretary will be support for and accountable to the Pastor, as supervisor, in creating and maintaining efficient communication and office systems that support the ministry of Christ United Presbyterian Church.

DUTIES/RESPONSIBILITIES:

Establish/maintain communication systems to support the Pastor and the church.

- Prepare a portion of the weekly and special service bulletins for collating
- Input final worship bulletin layout, including Japanese translation
- Produce monthly Visiting Pastor (VP) newsletter, including greetings for Christmas edition
  - type names of donors each month and names of those providing refreshments at Sunday coffee hour
  - deliver to Evans Street post office
- Produce flyers and announcements for various church programs
- Process letters, agenda, e-mail responses for church and the Pastor
- Produce labels for mass church mailings
  - includes Easter, Thanksgiving and Stewardship mailings
  - includes Pledge boxes at end of each year
- Regularly update information on the church website

Establish/maintain office systems to ensure operating efficiency and security of church information.

- Enter data into computer to maintain current names and addresses of church members and friends of the church
- Maintain a current roster of Church Officers (Elders, Deacons, Trustees)
- Update and maintain church membership roster
  - update CUPC Directory as necessary
- Establish/maintain system for monitoring parking space rentals and payments
- Establish/maintain system for monitoring building usage rentals and payments
- Compile and prepare Annual Report for dissemination
- Maintain schedule of weekly worship participants
- Purchase office and custodial supplies

- Record meeting dates/room assignments
- Regularly backup office computer
- Propose software updates
- Manage and maintain computer and church files
- Oversee maintenance of church office equipment

Represent the church and greet members, friends, guests and business contacts during church office hours.

- Answer phones, doorbell

Provide support to Summercamp program.

- Take Summercamp applications and input them into the church database
- Send out confirmation and payment notices
- Respond to questions regarding Summercamp registrations online or by phone as necessary

Other duties as assigned

#### REQUISITE SKILLS:

- Office/secretarial experience
- Computer skills in Word, Excel, Powerpoint and/or willingness and ability to learn programs quickly
- Excellent organizational skills
- Sensitivity to confidential nature of information, correspondence and conversation
- Professional and positive attitude towards work
- Cross-cultural sensitivity
- Ability to work well with others, including church volunteers.

#### DESIRED SKILLS:

- Bilingual (English-Japanese)
- Computer work in Japanese language software

TIME COMMITMENT: approximately 20 hours/week