

First Church of Christ  
Job Description

**Church Secretary – Part Time**

**Purpose:** To provide administrative support to the Minister, First Church Officers, Ministry Chairs and various First Church members as needed. To complete simple book-keeping and provide support to the Treasurer.

**Reports to:**

- Reports to Minister
- Receives direction from the First Church Officers
- Collaborates with the Ministry Chairpersons and various First Church members

**Job Qualifications:**

- High School Diploma or GED certificate. Associates degree preferred
- Familiar with or confirmed in the Christian tradition
- Past customer service experience highly preferred
- Experience working as a secretary, administrative assistant, book-keeper or similar office position highly preferred
- Ability to read, write and speak English in an understandable manner

**Job Requirements:**

- Competent with Microsoft Office, Google Systems, and other computer programs
- Ability to effectively communicate with a variety of people
- Ability to handle conflict
- Demonstrated strong organizational skills
- Ability to meet timelines on various projects and handle several tasks simultaneously
- Adaptability and ability to handle interruptions
- Self starter
- Ability to work with minimal supervision
- Ability to move around the church and sit for 4 to 8 hours at a time
- Complete background checks for abuse, child abuse and criminal record

**Essential Functions of the Job:**

**1. Reception and Administrative Duties**

- Answer phones and address the needs of the caller
- Greet members and visitors and address their stated needs
- Relate to people with some level of spirituality
- Comfort and refer people in crisis such as a death of a family member
- Interfaces with tenants
- Prepare the church directory annually
- Prepare monthly newsletter and distribute via email and mail
- Manage incoming and outgoing mail
- Prepare annual United Church of Christ reports
- Maintain and order office and worship supplies
- Manage the office expenses within the budget

- Prepare all large mailings and document distribution
- Enlist volunteers to assist with large projects
- Prepare bulletins for book binding

## **2. Administrative Support to the Minister**

- Manage the Minister's schedule and make appointments
- Do correspondence for the Minister
- Assist and produce bulletins, wedding programs, fliers and other documents
- Provide worship document preparation such as liturgist's readings
- Communicate any issues or concerns with the Minister
- Keep sensitive information confidential
- Prior to vacation, assure that all bulletins and correspondence is completed for the services and events while away
- Coordinate with the funeral homes for funerals, burials and memorial services

## **3. Accounting and Financial Responsibilities**

- Become competent with the Church Windows program
- Prepare the financial accounting system at the beginning of every of fiscal year
- Enter data and amounts for all in-coming money
- Maintain records for individual pledges, donations and statements
- Prepare all checks for expense payment for signature by the Treasurer or Assistant Treasurer
- Complete financial reconciliation for checking and money market accounts for the Treasurer's review and approval
- Prepares financial reports for monthly reports, year to date reports, annual reports and as requested
- Do filing in the Finance Office
- Follows the financial policies

## **4. Support for Church Officers and Ministry Chairperson**

- Maintain files and mailing lists for all Ministries including archived records
- Maintain membership files including transfers, deaths and certificates of new membership
- Assist the Clerk in the annual clerk survey and review of membership
- Order supplies for the Ministries
- Support the Church Council and Ministries with meeting reminders
- Support the Chairperson of Stewardship Ministry with the annual stewardship campaign including mailings, pledge history, pledge cards, letters and recording pledges
- Coordinate and produce the annual report

## **5. Complete other duties as requested.**

### **Commitment:**

- Part-time: 20 hours per week; 4 days a week

Submit cover letter and resume to [firstchurch27@gmail.com](mailto:firstchurch27@gmail.com) or mail to:

First Church of Christ  
 27 East St.  
 Pittsfield, MA 01201  
 ATTN: Pastor