

**NORTHVIEW UNITED METHODIST CHURCH
JOB DESCRIPTION: CHURCH SECRETARY**

Line of Responsibility	The Church Secretary shall serve at the pleasure of the Staff Parish Relations Committee under the direct supervision of the Pastor.		
Salary	Salary for this position, 20/25 hour week, shall be recommended by the Staff Parish Relations committee. The salary will be approved by the Finance Committee as a budget line item, then final approval by the Annual Charge Conference fo Northview United Methodist Church.		
Vacation	Vacation shall be limited to two weeks per year. One week may be taken after six months and one additional week after one full year of service. One week of vacation earned after five years of service up to and not exceeding three weeks with pay. Ten paid holidays are as follows:		
	New Year's Day	Fourth of July	Christmas Eve
	Memorial Day	Labor Day	Christmas Day
	Good Friday	Thanksgiving Day	Two or more floating holidays at the discretion of the pastor
Sick Leave	Sick leave shall be two weeks per year with pay. One week of paid sick leave may be taken after the first six months of service and two weeks may be taken after one full year of service. One day per service year shall be earned up to and not exceeding three weeks. Up to two weeks of sick leave may be carried over to the next year with no more than four weeks of sick leave to be taken with pay during any one calendar year. Up to two weeks of sick leave may be used in an emergency or unusual circumstances with approval of the Staff Relations Committee. Workman's Compensation shall be provided by the Church.		
Some Basic Duties	Some of the primary duties of the Church Secretary include but are not limited to the following:		
	<ul style="list-style-type: none">● Greet members and/or visitors● Preform normal office duties● Keep track of annual and semi-annual inspections● Schedule fire inspection		

- Keep files of church membership and update as needed
- Create and maintain a visitor file
- Keep weekly attendance records for worship and Sunday School

- Prepare and publish weekly bulletins and inserts for regular and special worship services
- Prepare and publish a monthly newsletter

- Prepare and email notices, special information, prayer requests and church events to the congregation

- Place orders for materials and office supplies
- Maintain the official church calendar
- Maintain office equipment, update software, and maintain voice mail system

- Prepare various reports and documents as required by the Charge Conference

- Keep flower chart and order flowers for church services and special occasions
- Maintain the distribution of Church building keys
- Place maintenance service calls as directed by the Trustees
- Other secretarial duties as directed by the pastor or Trustees
- Maintain a professional working environment

Job Review The position performance shall be review annually with the secretary by the Pastor and Chairperson or a representative of the Staff Parish Relations Committee during August of each year. There will be a ninety day probation period for all new hires.

Termination The Church requires thirty days written notice prior to resignation and will give the employee the same should termination be deemed necessary.

A more complete syllabus will be provided when hired.