

Position Description Parish Secretary St. Paul Lutheran Church

The Parish Secretary is the administrative face of the church. The Parish Secretary reports to and works with the Pastor to manage the affairs of the church office. Applicants should have strong interpersonal skills, respect for the confidentiality of many conversations and actions, and the ability to multi-task.

The major duties of the position are to:

- Provide a regular office presence during assigned hours
- Answer the phone and dispatch any messages promptly
- Process any recorded messages on a timely basis
- Maintain the parish e-mail account
- Maintain office supplies
- Prepare correspondence and mailings for electronic and/or postal distribution
- Maintain the church calendar
- Maintain the church archives of worship and administrative materials
- Maintain church registers in consultation with the Pastor
- Reproduce materials for worship provided by the bulletin and screen volunteers
- Maintain and reproduce bulletin insert materials
- Prepare worship books for Pastor, Assisting Minister(s), Music Director and Screen Operator
- Prepare lectionary materials for worship
- Distribute all worship materials
- Reproduce the newsletter and mail/distribute as appropriate
- Prepare the annual report in consultation with the Pastor and President

Skills required:

- Microsoft Windows 10
- Microsoft Office or LibreOffice suite
- Microsoft Outlook

Expected Office Hours: 9 am - noon Monday – Friday

Compensation offered: Hourly, \$10-12/hour based on experience, paid days off negotiable

Contact: St. Paul Lutheran Church
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