

BETHEL LUTHERAN CHURCH

SECRETARY/ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

(Prepared October 1999)

QUALIFICATIONS:

- Friendly
- Maintain Positive attitude
- Able to provide confidentiality to members and staff
- Good Communications Skills - written and spoken
- Ability to organize, prioritize and complete projects
- Can handle multiple-task responsibilities and interruptions
- Good computer and word processing skills

RESPONSIBILITIES:

General receptionist and secretarial duties, including:

- Answer phones and direct calls
- Check voice mail; answer or forward calls as needed
- Support and assist Pastors, Interns and Parish Administrator
- Greet and assist visitors
- Assist congregation members and committees
- Mail: Daily – pick up from box and distribute; post outgoing mail and take to box
 - Bulk Mailings – prepare mailings and paperwork, deliver to Post Office (with volunteers as needed)
 - Postage machine upkeep
- Weekly bulletins: type, duplicate and assemble (with volunteers, as needed)
- Update weekly announcements in bulletins
- Create bulletin inserts, as needed
- Type Pastor's sermons, as requested
- Send weekly bulletins to shut-ins
- Schedule weekly worship assistants: Greeters, acolytes, readers, communion assistants
- Send weekly worship assistant reminders for upcoming Sunday
- Prepare wedding and funeral bulletins, as needed
- Prepare marriage license and certificates
- Prepare and distribute meeting minutes
- Preparation and mailing of correspondence
- Newsletter:
 - Support monthly newsletter volunteer in gathering information, typing, proofreading
 - Duplicate and assemble newsletter (with volunteers, as needed)
 - Prepare postal paperwork and deliver to Post Office
- Assist in maintaining member information in database
- Assist in maintaining prospective member information
- Prepare information packets for Discovery Classes
- Preparation of Annual Report for Bi-annual meeting in June
- Be flexible in supporting the ministry of Bethel Lutheran Church