**Edison Lutheran Church Effective Date: October 2020**

**Church Secretary**

**Job Summary**

The church secretary is the organizational hub of the congregation. Through record-keeping, preparation of printed materials, and coordination with the pastor, the church secretary enables the congregation to carry out its mission to welcome, nurture, and serve.

**Required Qualifications**

* High school diploma or equivalent.
* Proficient in use of Microsoft products (Excel, Word, Publisher, Outlook).
* Skills and ability to accurately compose (using proper grammar and punctuation) church documents.
* Knowledge of Christian worship.

**Desirable Qualification**

* One year of clerical experience to provide ability to perform listed duties.
* Knowledge of Lutheran form of worship.

**Essential Functions**

* Prepare print materials and communications (including electronic communications) in support of the worship, social, and administrative life of the congregation.
* Under the direction of the pastor and executive council, maintain and update congregational membership records as well as constitution and policy documents.
* Maintain calendar of regular and special events, including committee meetings and uses of the church facilities.
* Order and procure supplies needed for the running of the office, as well as other materials needed for the various ministries of the church.
* Receive and respond to phone, mail, and electronic communications, relaying messages to other staff members or lay leaders when appropriate.
* Assist with pastor’s calendar by scheduling visitation and other appointments as directed.
* Help with the counting and depositing of weekly offerings.

**Core Competencies**

* **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of the congregation and consistently behaves in a manner congruent with them.
* **Attention to detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to details.
* **Integrity and trustworthiness:** Practices direct, honest, and transparent communication; does not share confidential information; admits mistakes; is responsible in the handling of money.
* **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation, and patterns of speech; can lay print materials out in an aesthetically pleasing and clear manner.
* **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently when not directly supervised; can appropriately balance priorities.
* **Helping orientation:** Demonstrates concern for and attends to the needs of the congregation’s internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find helpful.
* **Technical Expertise:** Acquires and demonstrates the technical skills required to fulfill the essential functions of the job; seeks to develop skills that are lacking; continually works toward improving their performance.

**Terms of Employment:**

**Expectations**

* The church secretary will carry out the above expectations to the best of his/her ability.
* The church secretary is hired by the Congregational Council and performs his/her duties year-round.
* The church secretary will work part-time, generally 20-25 hours per week.
* The church secretary will maintain and submit a regular record of hours worked.

**Compensation**

* Edison Lutheran Church will pay the church secretary an hourly wage (approved each year by the congregation) minus required withholding.
* This position is covered by the Washington State Family Leave policy with benefit premiums paid by Edison Lutheran Church.
* Paid sick leave will be provided at the rate of 1 hour for each 40 hours worked, as per the record of work.

**Supervisors/Evaluators**

* Day to day supervision and regular check-ins will be conducted by the pastor.
* The church secretary will be evaluated annually by a team consisting of the pastor and member(s) of the Council Executive Committee.
* The evaluation will include a discussion of goals for the past and upcoming year, support needed to accomplish the responsibilities of the job, and compensation.