

## **Church Secretary Job Description Bethany Reformed Church**

This is a part-time (16 hours a week) position.

### **Duties and Responsibilities:**

- Proof-read and duplicate worship bulletin.
- Email bulletin and other information to the Bethany Email Group.
- Produce the monthly Bethany newsletter, including mailing paper copies to those without computers. Assemble and distribute the annual report. Copy and distribute other mailings as requested. Maintain the Church Directory, copy and distribute as needed.
- Be Bethany's liaison with all groups meeting at Bethany, including space assignments and obtaining Hold Harmless Agreements.
- Keep the office wall calendar up to date.
- Bring in the mail and distribute to individual mailboxes as appropriate.
- Answer the phone and check the answering machine for new messages. Handle or refer calls as appropriate.
- Read and handle or refer all emails as appropriate. Keep documents on the computer orderly and easy to find.
- Keep the Bethany website up to date, including the calendar. Post items of interest to the Bethany Facebook page.
- Maintain church "hard copy" files.
- May negotiate other responsibilities as needed and appropriate

**Skills:**

1. Relates well to people.
2. Good organizational skills
3. Good communication skills
4. Comfortable with using computers and Microsoft Suite

**Compensation:**

1. Compensation will be \$14.50 per hour.
2. There will be a 6 month probationary period.
3. Bethany Reformed Church shall provide Social Security, Worker's Compensation, and Disability Insurance.
4. Illness: Three paid sick days are granted per year. In the event of illness, the Officer Manager must contact the minister so that arrangements can be made. Sick days may not be accrued from year to year.
5. Paid holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.
6. Additional absences may be granted at the discretion of the Minister.

**Anyone interested should contact Pastor Elizabeth Moses  
([pastorlibbymoses@gmail.com](mailto:pastorlibbymoses@gmail.com))**