

University Lutheran Church

Job Title: Church Secretary

Job purpose: The Church Secretary is the primary contact person for congregational members, community members, business affiliates, and others. The Church Secretary works with the Pastor, other staff, members, students, and volunteers to support the congregation's mission and communicate about church activities and events.

Normal work schedule/hours: 9 am – 2 pm, Tuesday through Friday in the church office. (We may be open to adjusting this schedule.) Additional hours may be needed for special projects.

Duties and Responsibilities

The primary responsibility is to serve as the general information center for the entire church. This responsibility includes but is not limited to:

- Communicate. Handle incoming telephone calls promptly and courteously. Greet people as they enter the church office. Check and respond to emails. Pick up and distribute mail.
- Coordinate with groups and individuals wanting to use the church facilities and serve as the primary contact with renters and group leaders.
- Create website content, social media postings, bulletins, newsletters, and group emails. This can include writing or editing text, choosing and formatting images, picking appropriate layouts, and printing copies.
- Prepare for worship services. Ensure roles are filled (lector, greeter, communion, etc.) for Sunday worship and Wednesday services during Advent and Lent. Create bulletins and slides as needed to support worship services.
- Order office and church supplies such as letterheads, envelopes, paper towels, napkins.
- Pay vendors or recording deposits, if needed.
- Issue parking passes for students twice a year. Communicate with students when parking is not available and arrange an alternative.
- Maintain files and documents, including Annual meeting reports, Council minutes, documents, building upgrades, financial records, records filed with the Synod, and government records. Maintain records of members. Update database of members, students, and donors.

Qualifications

- Past secretarial/administrative experience.
- Strong computer skills. Experience using Microsoft Publisher, Breeze software, and QuickBooks is a plus.
- Strong organizational skills.
- Excellent interpersonal social skills, treating people with compassion, respect, and understanding.
- Excellent writing skills.
- Familiarity with church dynamics and life.
- Ability to keep all information regarding the administration of the church and the personal information of its members confidential.

Reports to: Pastor

Compensation: \$25/hour

Pay dates: Twice a month on the 15th and last day of the month

Additional benefits: None

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