

Zion Lutheran Church

Position: Church Secretary

Purpose: We are a sacramental and worship-oriented church that promotes prayer, praise and Bible centered preaching. At Zion, we are becoming a community of faith, hope, and love and are working to foster our spiritual growth and share the hope God has given us.

Position Description

Title: Church Secretary

Classification: Exempt

Description: The primary function of this position is to be the first point of contact for congregants or the public to contact Zion Lutheran Church as well as provide administrative support for many routine activities required to keep Zion functioning smoothly. Supervision Received and Reporting Relationship: On a daily tactical basis this position reports to and receives direction from the senior. The Zion Church Council, in consultation with the senior pastor, is responsible for hiring, maintaining the position description, performance reviews, salary plans, disciplinary actions and termination if required.

Responsibilities: In most situations this person is the first point of contact for anyone communicating with Zion, and as such makes the first impression in each interaction. This impression must be professional, positive and instill confidence in follow through to the person contacting Zion. This position has primary responsibility for the wide range of administrative duties necessary to accomplish the daily, weekly and monthly tasks required at Zion and to coordinate with the pastor and other staff to keep all functions on schedule and minimize conflicts.

Essential Duties:

- Serve as receptionist
- Maintenance and organization of reception area
- Screening and routing of all incoming telephone calls
- Screen, sort and distribute incoming mail and faxes
- Screen and answer email as needed daily
- Compose and type routine correspondence
- Maintain rolodex files (6)
- Maintain routine filing of paperwork
- Maintain current Zion membership roster
- Maintain Parish records (new members, baptisms, weddings, deaths, etc.)
- Maintain memorial records and send acknowledgements
- Maintain current list of members hospitalized and shut-in and keep pastors aware
- Maintain and update all standard forms and ministry literature
- Post weekly worship and communion attendance
- Mail the Sunday reading to lay readers
- Coordinate scheduling for baptisms, weddings and funerals, including all associated paperwork/certificates
- Manage membership transfer requirements
- Prepare new member packets as needed
- Organization and maintenance of church master calendar of events
- Type, proof, print, fold and distribute weekly bulletins and inserts
- Type and copy special services bulletins as required
- Plan, layout, type and duplicate the monthly newsletter

- Maintenance of office equipment, service and ordering of required supplies
- Supervise use of office equipment by members
- Supervise office volunteers
- Schedule counseling meeting and other appointments
- Prepare copies for the pastor and committees as needed
- Coordinate employee meetings, lunches, etc.
- Annually type the WOW yearbook
- Collate and print the annual report
- Assist with stewardship mailings☐ Prepare and assimilate congregational bulk mailings according to postal requirements
- Maintain relationships with office equipment repair technicians

Skills and Experience Required:

- Working knowledge of common office tools such as MS Word
- Typing ability of 20 words per minute error free
- Proven ability to communicate effectively both orally and in writing
- Proven ability to work effectively with other people
- Ability to organize and prioritize time and tasks
- Proven ability to work with minimal supervision
- Belief that Jesus Christ is your Lord and Savior

Resumes may be sent to: pastor-michael@zionkerrville.org or mail or in-person delivered to Zion Lutheran Church, 624 Barnett St. Kerrville, TX. 78028.