

## **JOB DESCRIPTION FOR PARISH SECRETARY**

- 1. Provide secretarial and administrative services to the Pastor, Parish Council, standing and sub-committees.**
- 2. Type letters, reports, etc., for the Pastor.**
- 3. Compose and type routine correspondence.**
- 4. Answer telephone and handle telephone inquiries.**
- 5. Set up and maintain office filing system.**
- 6. Responsible for duplication including typing and duplicating church bulletin for Sunday and other special church services.**
- 7. Collect articles for the monthly newsletter, duplicate and prepare for assembling by volunteers.**
- 8. Maintain adequate office supplies (order from Staples).**
- 9. Maintain the church calendar in collaboration with Church Pastor.**
- 10. Pick up mail at the post office, check for e-mail messages and also messages on the telephone voice mail system.**
- 11. Report for duty Tuesday, Wednesday and Friday morning except the last week of the month when the newsletter is published; it is necessary to be in the office every day prior to mailing on the last business day of the month.**
- 12. Maintain current membership directory for both Glenburn and Lansford churches which involves making telephone calls to secure current addresses, telephone numbers, emails, etc.**
- 13. Duplicate the Annual Report for the annual meetings in January of both Glenburn and Lansford churches.**
- 14. After the annual meeting compile usher, reader, acolyte and work group lists into a booklet for the Glenburn church.**
- 15. Order/cancel supplies when necessary from Augsburg Fortress. Some items may have to be ordered from the ELCA churchwide office – credit card needed for these items.**