

Shepherd of the Hills Lutheran Church
4887 Valleydale Road Birmingham, AL 35242
(205) 995-9673
www.sothl.org

Job Description for

JOB TITLE: CHURCH SECRETARY

RESPONSIBLE TO: Pastor

WAGE & HOUR: Part-Time, Hourly

JOB SUMMARY

Provide professional and compassionate administrative support to the Pastor and congregational leadership in their work for the congregation and serve as positive interface with the community.

ESSENTIAL JOB DUTIES

-Provide positive experience to all who interface with the church office including when answering phones, responding to and routing emails, and otherwise greeting visitors and members. (In person contact is limited during COVID-19 church closure, but indoor worship has begun again.)

-On a weekly basis create bulletins for any or all church services which will include but may not be limited to:

- Downloading, in appropriate worship setting, the Bible readings, hymns, artwork and other resources.
- Download and incorporate other digital components of the service including the children's sermon, hymns, and other music.
- Document all announcements and list upcoming services and service opportunities.
- Distribute service bulletins to everyone via email on a weekly basis no later than Friday.

-Prepare, print, and proof-read documents and complete other projects as directed by the Pastor, Church Council, or other congregational leaders.

-Working with function leads, create and maintain roster of volunteers including weekly and monthly lists of Worship Assistants, Ushers, Readers, and Zoomsters. Distribute the information monthly and weekly and incorporate into the service bulletins.

-Maintain Prayer List including making additions and deletions as appropriate. Incorporate the list into the weekly service materials.

-Maintain membership list and attendance records using designated software.

-Maintain current and accurate official church records as per ELCA guidelines.

- Keep the church calendar of events, including all uses of the building or grounds. Fill out required ELCA and SES reports as needed

- Write and respond to general correspondence as directed by the Pastor or as needed. Create correspondence to be sent to the congregation, including weekly email update of news and events. As appropriate or requested, edit information received from others that will be further distributed.

- Responsibly manage office and church supplies, ordering when necessary or requested. Interface with company maintaining the copier. Assure all licenses for any software programs are renewed on a timely basis.

- Provide timely and creative social media content for Facebook and/or other platforms to reflect the activities, projects, and values of Shepherd of the Hills.

- Update and maintain the church website and YouTube channel to assure the site is current, accurate, welcoming, and inviting.

- Other duties as assigned.

EDUCATIONAL AND EXPERIENCIAL QUALIFICATIONS

- Minimum of High School degree or equivalent; Associates degree in an administrative program preferred.

-Minimum of one year of previous experience in a position where the ability to maintain confidentiality was required and successfully met.

- Minimum of one year of previous experience providing administrative services in an office setting where attention to detail, accuracy, and productivity were expected and successfully provided. Previous experience working in or with a church office appreciated.

- Previous experience working with volunteers appreciated.

-Previous experience creating social media content especially Facebook and/or others appropriate for a church desired.

-Previous experience or willingness to learn providing content and layout support to maintain a website desired.

COMPETENCIES (REQUIRED SKILLS AND ABILITIES)

- Ability to interact professionally and compassionately with others using excellent communication skills.
- Proficient in use of MS Office (Word, Excel, and PowerPoint at minimum) and comfortability learning other basic computer programs.
- Word Press experience preferred, but not necessary.
- Ability to self-initiate and work independently exhibiting efficient use of time and materials, including when there are conflicting priorities.

WORK ENVIRONMENT

-Will typically work alone in the church office, especially during COVID related building closure. • When working with others, a face mask and/or appropriate 6 ft social distancing required during COVID pandemic.

PHYSICAL DEMANDS

-Employee must be free of illegal drugs during all work hours. Employee must be able to work without tobacco for a minimum of three hours and be willing to go off the property to use any tobacco products.

-Physical work includes but is not limited to sitting, standing, walking, bending, stooping, typing and occasional lifting up to 25 lbs.

TYPICAL WORK SCHEDULE

- Part time position up to 20 hours per week; may require additional hours from time to time associated with Advent, Lent, or other church calendar activity.

COMPENSATION

-\$16.00 to \$17.00 per hour based on years of experience and ability to work in social media including creating or maintaining a website.

✓ This job description is a high-level overview of general expectations of this position. It is not intended to be an exhaustive list of duties. Shepherd of the Hills reserves the right to revise, change, or add job duties, as necessary.

✓ To be qualified for this position an individual must be able to perform the essential duties of the position with or without a legal accommodation.

✓ Shepherd of the Hills is a Drug and Tobacco Free Work Environment

✓ Job description written March 2021; Approved by HR Committee of Shepherd of the Hills.