

SHEPHERD OF THE HILLS LUTHERAN CHURCH

4887 Valleydale Road, Birmingham, AL 35242 | (205) 995-9673 | www.sothl.org

JOB DESCRIPTION:	CHURCH SECRETARY
RESPONSIBLE TO:	Pastor
WAGE & HOURS:	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 a positive interface with the community.

ESSENTIAL JOB DUTIES

- Provide a 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.
- On a weekly basis, create bulletins for all church services which will include but may not be limited to:
 - Download, in the appropriate worship setting, the Bible readings, hymns, artwork and other resources.
 - Document all announcements and list upcoming services and service opportunities.
 - Print and/or distribute service bulletins via email no later than Friday each week.
 - Create Power Point slides to accompany services as needed.
- Working with the Worship Committee, create and maintain roster of volunteers including weekly and monthly lists of Worship Assistants, Ushers, Readers, and AV Team. Distribute the information and incorporate into the weekly service materials.
- Maintain Prayer List including making additions and deletions as appropriate. Incorporate the list into the weekly service materials.
- Keep the church calendar of events, including all uses of the building or grounds.
- 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 software licenses are renewed on a timely basis.
- Working with the Property Committee, ensure all building maintenance and repairs are scheduled and completed.
- Prepare any resources and complete other projects as directed by the Pastor, Church Council, or other congregational leaders.
- Maintain membership list and attendance records using designated software.
- Assist with completing all required ELCA and SES reports.
- Other duties as assigned.

EDUCATIONAL AND EXPERIENTIAL QUALIFICATIONS

- Minimum of High School degree or equivalent; Associates degree preferred.
- 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.

- Minimum of one year of previous experience in a position where the ability to maintain confidentiality was required and successfully met.
- Previous experience working with volunteers appreciated.
- Previous experience or willingness to learn creating and updating social media content appreciated.

COMPETENCIES (REQUIRED SKILLS AND ABILITIES)

- Ability to interact professionally and compassionately with others using excellent communication skills.
- Proficient in use of Microsoft Office (Word, Excel, PowerPoint and Outlook at minimum) and comfortable learning other basic computer programs.
- Ability to self-initiate and work independently exhibiting efficient use of time and materials.

WORK ENVIRONMENT

- Will typically work alone in the church office, with direct or indirect supervision of the Pastor.

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; typically 9am – 1pm Mondays through Fridays
- 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 meet the expected job duties.

- ✓ *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 January, 2023; Approved by HR Committee of Shepherd of the Hills.*