

**FAITH UNITED METHODIST CHURCH
JOB DESCRIPTION
TITLE - SECRETARY**

Qualifications:

1. Self-starter, able to work without detailed supervision
2. Good computer skills
3. Ability to operate general office equipment
4. Ability to devise simple office systems and put them into practice
5. Flexibility in changing priorities
6. Pleasant telephone personality
7. Good attention to details
8. Spelling, proofreading, grammar and syntax skills
9. Ability to keep in strict confidence church correspondence/conversation and develop a sense of trustworthiness
10. Ability to relate well with people

Duties and Responsibilities:

1. Serve as receptionist and answer the phone during hours when the office is open
2. Prepare church correspondence and Pastor's correspondence
3. Maintain the files of records and resources
4. Order office and worship supplies
5. Make appointments for the Pastor as requested
6. Keep master church calendar
7. Edit, type and print the monthly newsletter and prepare its distribution via e-mail and bulk mailing
8. Prepare Sunday worship bulletin and other worship bulletins for special services
9. Record Sunday worship attendance, keep records of visitors and track members with unusual absentee record
10. Prepare the annual membership directory
11. Work with Finance Committee to prepare materials for Annual Statistical Report and Annual Church Conference Report
12. Maintain church website

Other:

Working hours: 10-12 hours a week (negotiable schedule)

The secretary will directly report to the Staff Pastor Parish Relations Committee (SPPRC).

The starting salary of the secretarial position is \$10/hour.

To Apply:

Send cover letter, resume and three references to:

Faith United Methodist Church
Attn: Secretary Search Committee
5401 Westview Lane
Lisle, Illinois 60532