

## Greene Road Church Secretary

Greene Road Church is looking for someone with a heart for ministry, a love for people and an attention to detail to serve as our church secretary. The position will open on January 1, 2020.

### Expectations:

The secretary is someone who follows Jesus and whose life reflects His teachings. He or she must have excellent communication and social skills. The qualified candidate must also be proficient in computer skills including Word, Excel, Access, Publisher, and QuickBooks. The candidate is not expected to be a member of Greene Road Church. He or she must be able to maintain professional standards of confidentiality.

### Responsibilities:

1. Prepares a weekly bulletin that is accurate and attractive.
2. Prepares a weekly bulletin prayer guide in coordination with the Prayer Team.
3. Uploads bulletins, announcements and events to website each week.
4. Pays bills, prints reports, and records offerings and other transactions accurately and timely.
5. Handles incoming mail and distributes it to mail slots.
6. Handles incoming phone calls professionally and directs the call appropriately.
7. Welcomes people who enter in a friendly and professional manner.
8. Changes outdoor sign message weekly.
9. Checks attendance sheets and mails out welcome letters.
10. Prepares envelopes for special offerings and missionary support.
11. Maintains a church calendar of upcoming meetings, events, and church use requests.
12. Compiles and updates Sunday morning volunteer schedules.
13. Compiles annually an updated list of all teams and their members.
14. Maintains bulletin boards that are attractive and informative.
15. Makes bulletins or programs for special events.
16. Purchases stamps, office supplies and other needed materials.
17. Maintains membership records.
18. Does typing, filing, mailings and other administrative duties as needed.

### Supervision:

The secretary will be under the direct supervision of the pastor and accountable to the Ministry Planning Group (MPG). Final supervision of the secretary rests with the Council.

### Compensation:

This is a part-time position (approximately 12 hours/week) with an hourly rate range of \$16-18/hour based on experience, skill and performance. Time off must be worked out in coordination with the pastor.

### To Apply:

Send your resume along with a cover letter by November 30 to [office@GreeneRoadChurch.org](mailto:office@GreeneRoadChurch.org) or mail it to:  
Greene Road Church  
518 N. Greene Rd.  
Goshen, IN 46526