

Ministry Description: Church Secretary

Position Risk Assessment: High

Term of Office: 1 year, renewable - volunteer position

Supervision and Support: Reports to: Churchwardens & Incumbent Committee/Board responsible for this ministry:
Administration Committee

Purpose:

To assist the Incumbent with office work, and keep the office in order

Population(s) served: The Incumbent

Skills & Qualifications:

- must be able to use a computer and photocopier
- be able to keep things told or heard in confidence
- position requires a Police Records Check

Spiritual Gifts Recommended:

- organization
- service

Training Provided:

- on-the-job training
- Diocesan Sexual Misconduct training every 3 years

Meeting Date & Time:

- as needed

Time Commitment Involved:

- it really depends on the requirements of the Incumbent
- being a volunteer, the secretary is not in the office daily

Description of Duties / Responsibilities:

- type letters and reports for the Incumbent
- photocopy material that the Incumbent may require
- purchase office supplies as needed
- keep office tidy and calendar up to date
- responsible for booking facility rentals for individual events not parish sponsored ie: birthday parties
- produces the weekly Bulletin if there is no Bulletin Editor

Limits of the Position:

- comply with all policies governing confidentiality

Benefits & Opportunities:

- develop a strong relationship with the Incumbent
- help improve communication in the church

Office Instructions: Provide a copy of this description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist.