

Church Secretary



Position Details

Location: Tonganoxie Christian Church
Job Title: Church Secretary
Reports to: Senior Minister
Classification: Full-time

Overview

The Church Secretary will provide administrative support to all TCC staff and their respective ministries. This includes serving as the primary receptionist for those visiting or contacting the church throughout the week. Duties also include maintenance of church and membership records and filing of required documents. The Church Secretary will keep track of the calendar of events for the church and assist with preparation for weekly worship services. Other duties assigned as needed.

Qualifications

- **Friendly Personality.** Must be courteous and helpful in all interactions.
- **Christian Character.** Must be a person of good Christian morals and faith.
- **Strong Computer Skills.** Must be comfortable and efficient using Microsoft Office programs (including Word, PowerPoint, Outlook, and Publisher). Must also become proficient in using our church database software and worship-related software. Graphic design skills (ex: Photoshop or Canva) helpful.
- **Attention to Detail.** Must complete all aspects of the job with excellence. Must be reliable, trustworthy, and excellent at following through on details.
- **Well Organized.** Must be able to accomplish many different tasks throughout a normal work week.
- **Team Player.** Must have the ability to work well with a team and to delegate certain responsibilities to volunteers. Must possess strong interpersonal skills, maintaining healthy relationships with supervisors, coworkers, and volunteers.
- **Integrity.** Must possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality with information that may be shared.
- **Buildings and Grounds.** Must develop a basic working knowledge of the mechanical aspects of the building to communicate with vendors and contractors.

Responsibilities

- **Point of Contact.** Serving as the first point of contact for those who call the church or visit in person. This person will also at times need to field questions or concerns from Genesis Schools.
- **Administration.** Assisting with the day-to-day operations of the church, including but not limited to, printing items weekly, maintaining cleanliness in common areas, turning in invoices, assigning keys and setting door locks, etc. This person will also work with the Creative Arts team, including but not limited to, communicating with worship volunteers, assisting with worship equipment set up as needed, entering and updating information for weekly worship services, etc.
- **Communications Team Member.** Working with the Communications Team to create and distribute publicity items, announcements, and bulletins. This person will oversee updating and printing the bulletin each week. Social media, church app, and website updates will also be included as regular duties.
- **Buildings and Grounds.** Contacting and working with our vendors, contractors, and maintenance personnel for needed repairs or maintenance. This person may be required to be on site while work is performed to provide access and answer questions. This person may oversee scheduling monthly and annual inspections, as well as keep related documents filed and organized.
- **Calendar.** Updating and maintaining the church calendar. This person will communicate with staff and vendors (e.g. custodial crews) to avoid any conflicts.
- **Records.** Maintaining corporate records, making such corporate filings as are required by law, and maintaining of a book of records of resolutions and policies adopted or approved by the Elders. This person will also keep a record of current membership, including baptismal and transfer records.