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## **Secretary To The Pastor/ Bookkeeper Job Description**

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# Secretary To The Pastor/Bookkeeper Job Description

## General Purpose

Provide personal administrative support to **pastor** and the **Springfield Gardens Church of the Nazarene** through conducting and organizing administrative duties and activities including receiving and handling information.

## Main Job Tasks and Responsibilities

- Serve as secretary to the senior pastor
- Attend staff meetings as requested
- Receive and screen all phone calls for the pastor
- Keep vital statistics for the pastor
- Inform pastor of vital concerns in the office
- Care for details for baptism and reception of new members, weddings, funerals, baby dedications, members who are in hospital and use of the building for activities
- Type, mail and file copies of the pastor's correspondence
- Send birthday, anniversary, get well, sympathy and congratulatory cards to members
- Send visitor letters, ads to radio stations, papers, monthly newsletters
- Keep files of bills to be paid, paid bills, and weekly giving reports
- Pay bills twice per month

- Write payroll checks twice per month
- Keep pastor informed of weekly giving and follow general bookkeeping methods
- Schedule the pastor's daily calendar, in cooperation with him or her, and update it weekly
- Post all church activities on the church calendar and in the pastor's daily calendar
- Schedule and confirm all counseling and other appointments
- Prepare and manage correspondence, reports and documents
- Organize and coordinate meetings, conferences, travel arrangements
- Type, duplicate and file in computer folders, all reports from the church board and its ministry teams
- Take, type and distribute minutes of meetings
- Use volunteer workers in secretarial endeavors and assign work as requested
- Answer phone, post messages, and greet visitors
- Compose announcements and send to AVroom
- Clip and file all newspaper ads and articles concerning the church
- set up and maintain filing systems
- collate information as requested
- maintain databases, including membership contact information
- communicate verbally and in writing to answer inquiries and provide information
- liaison with internal and external contacts
- coordinate the flow of information both internally and externally

- operate office equipment
- maintain a reasonable inventory of office supplies
- keep postage machine up-to-date and supplied with postage

## **Education and Experience**

- relevant training or qualification
- knowledge and experience of relevant software applications - spreadsheets, word processing, and database management
- knowledge of administrative and clerical procedures
- knowledge of business principles
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing correspondence and documents
- proven experience in information and communication management
- required typing speed

## **Key Competencies**

- The candidate must be a bornagain and sanctified Christian.
- verbal and written communication skills
- attention to detail
- confidentiality
- planning and organizing
- time management
- interpersonal skills
- customer-service orientation

- initiative
- reliability
- stress tolerance