

St. Nicholas Orthodox Church
Parish Secretary Job Description

General Overview

The church secretary is responsible for dealing with frequently sensitive information about church and community members. Empathy and discretion are key qualities for a church secretary, since the secretary is often privy to parishioners' marital, financial, or health concerns. This person handles requests from people, both within and outside the church for financial, counseling and emergency support, and must therefore remain current about locally available resources. (20 hours per week)

Hierarchical Structure

Reports to **Director of Ministries and Events**

Responsibilities

Pastoral Support

- Supports *Pastor* and *Director of Ministries and Events* by scheduling appointments, making travel arrangements, drafting correspondence and coordinating schedule.

Office Management

- Meets with the *Pastor & Director of Ministries & Events* on a weekly basis to review weekly events, the quarterly calendar, and communicate general issues/concerns.
- Greets and supports parishioners, vendors, & guests
- Receive phone calls—answering questions, redirecting callers, taking messages
- Pick-up messages from voicemail—returning phone calls, taking messages.
- Monitor and reply to daily emails.
- Pick-up, sort, deliver, & coordinate in-coming and out-going mail.
- Prints envelopes (Holy Oblation, Trisagion, Memorial, etc.)
- Manages Volunteers: Oversee and delegate appropriate work according to their ability.
- Maintain the church management software system (Breeze)
 - Update parishioner Contact Information/Records
 - New parishioner information
 - Marriages/divorces
 - Births
 - Deaths
 - Transfers in & out
 - General contact information updates
 - Research & Update tags (Start of the Church Year: Church School, SOYO, College Students, shut-ins, Altar Servers)
- Keep office voicemail greeting up-to-date.

- Complete Archdiocese reports (census, clergy directory, etc.)
- Coordinate the sending of flowers/condolences on behalf of the Church (funerals).
- Oversee maintenance of equipment (computers, copier, internet, etc.)
- Order the following supplies as needed:
 - Copy machine toner, staples, paper, etc.
 - Offices supplies (paperclips, post-it notes, pens, highlighters, etc.)
 - Letterhead and envelopes
 - Stamps
 - Bottled water
 - Oversees the inventory of office supplies (including postage), paper products, and liturgical supplies and orders them as needed.

Communications

- Parish-wide Communications (with Senior Pastor's input & approval)
 - Publish a weekly electronic newsletter ("Life at St. Nicholas")
 - Publish electronic funeral announcements and special updates
 - Distribute special emails and text messages
- Update the website posting the weekly Liturgical Guide & Announcement Bulletin, Pastor's weekly blog, Special Feast, Noteworthy events, ministry pages, etc.
- Calendars
 - Compiles information & maintains the electronic master calendar
 - Compiles information, creates, & distributes monthly printed calendar
 - Send a monthly email to ministry/committee leaders requesting calendar request Google Form submission
 - Lenten calendar: Compile, create, & distribute
 - Schedules room usage and sets heating/cooling schedules
- Weddings/Baptisms/Chrismations
 - Prepare certificates for and maintain electronic & hard copies of births, baptisms/Chrismations, weddings and funerals. Processes certificates with the Archdiocese.
- Create the Annual General Assembly Report.
- Assemble End-of-Year Parishioner Packet
 - Cover Letter
 - Annual Assembly Notice
 - ACH Form
 - Annual Report
 - Envelopes
 - Calendar
 - House Blessings
 - Christmas Donations

Liturgical (1-2 hrs./week)

- Process Holy Oblations (Box on Parishioner's table in the Narthex).
- Follow-up communication with visitors that have registered their visit.
- Create & post signage
- Update Narthex bulletin board.
- Monitor the Parishioner's table handouts. Stock Visitor's Table booklets and handouts.

- Collect and submit money contained in the 6-day candle boxes in the Nave. (monthly)
- Create & distribute liturgical information (House Blessings registration, etc.)
- Order liturgical supplies (wine, candles, feast day items, visitor booklets). Communicate with appropriate Ministry Leader when orders have arrived.
- Coordinate the compilation of service booklets and handouts for *Sixth Hour Prayer*, feast days and special services.
- Order yearly calendars.

Finances (1.5-2.5 hrs./week)

- Collect parishioner donations received by mail and place in the Church safe.
- Processes invoices (stamp, date, & sign) & place in Treasurer's mailbox.
- Processes receivables and scan invoices to appropriate leaders for verification. Mail checks.
- Processes reimbursements to Ministry/Committee Chairs and Clergy and distribute/mail.
- File and maintain files for processed invoices
- Communicate in the bulletin monthly expenses and received contributions.
- Devise and mail donor acknowledgements. (Non-parishioner—general donation, memorial donation; Parishioner—2020: Vision to Reality Pledge Letter, non-monetary gifts).
- Print quarterly and annual parishioner financial statements, prepare mailing labels, prepare envelopes, and coordinate their distribution.
- Process tithing envelope boxes (labels and master list) and distribution

Facilities & Maintenance (1 hr./week)

- Monitors expiration dates (insurance, inspections, AED, employee CPR, etc.)
- Assists the *Director of Ministries & Events* with scheduling maintenance repairs & facility inspections
 - Heating/Cooling
 - Plumbing
 - Electrical (including lighting)
 - Cleaning (windows, carpets, kitchen, etc.)
 - Doors
 - Grounds
 - Fire (Calls to place the system in “test” mode)
 - Elevator
 - Pest
 - Water/sewage
 - Dish machine
 - Boiler
 - Other maintenance and repair issues that arise