

Zion Lutheran Church  
Anaheim, California

## JOB DESCRIPTION

Approved: 11/15/04

Revised: 10/09/2022 by Board of Directors

### **Church Administration**

#### **Position: Secretary/Receptionist**

#### **Accountable to: Senior Pastor**

**Purpose:** To serve the church by providing secretarial services to the Senior Pastor including maintenance of files and records. To provide a warm welcome to callers and visitors, and perform general clerical assistance.

#### **Primary Duties and Responsibilities**

##### **Senior Pastor Duties:**

1. Provide secretarial services to the Senior Pastor, answering phone and occasional secretarial services to other church staff, boards and committees.
2. Receive and screen incoming calls, take clear messages and return calls for the pastor, if asked.
3. Proofread written materials generated by the pastor as requested, such as bulletins and articles.
4. Schedule appointments, handle correspondence, take notes from meetings and other general clerical and support tasks as assigned.
5. Schedule appointments, baptisms, funerals, weddings and speaking engagements for the pastor.
6. Maintain the pastor's calendar as requested.

##### **Secretary/Receptionist Duties:**

1. Greet and offer assistance to members and visitors.
2. Receive incoming calls, answer questions and provide information whenever possible. Take complete and accurate messages and route calls to appropriate staff members.
3. Operate office machines and maintain workroom
4. Maintain inventory of office supplies and order as necessary.
5. Sort and distribute incoming mail.
6. Seal, stamp, sort and post outgoing mail as needed.
7. Ensure that office files are up-to-date and well-organized
8. Initiate and maintain individual permanent file records for each member.
9. Maintain accurate and timely computer data base for all members.
10. Maintain secure, vital congregational records.
11. Maintain weekly worship and communion attendance records for each communicant member.
12. Maintain hospital and shut-in lists, keeping appropriate staff members informed.
13. Maintain list of office volunteers.
14. Coordinate and supervise volunteer work.
15. Maintain the church ministry activity calendar.
16. Maintain schedule for special services such as baptisms, weddings, and funerals.
17. Attend staff meetings for informational purposes as needed.

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18. Prepare weekly bulletin for worship, announcements, and newsletters. Place current church & school events for posting on Bulletin Boards: in the Narthex, at the Information Booth and in the Parish Hall.
19. Oversee and coordinate the sending of birthday letters to staff members and church officers; anniversary wishes to couples married by the pastor; letters of sympathy to members who have lost loved ones; and greetings to visitors and new members.
20. Provide clerical assistance to other staff members, committees and volunteers upon request of the Pastor.
21. Cooperate with the Senior Pastor by performing any other duties when asked to do so.

### Qualifications:

- Be computer literate.
- Be able to operate office machines.
- Be a high school graduate with ministry experience.
- Be strong in the Christian faith.
- Be caring while serving the members of the church.
- Being Bilingual is a plus.

20 – 30 hours per week