

CHURCH SECRETARY
Walled Lake Campus
Ministry Description

St. Matthew Lutheran Church
Walled Lake and Wixom, Michigan

I. PURPOSE

In response to Christ's love, with the Spirit's help, according to the Father's will and for God's glory, the Church Secretary will work with co-workers, volunteers, and the Implementation Team Staff and the Church Office and Communications Manager to provide data entry and clerical support required to achieve the mission at St. Matthew Lutheran Church.

II. RESPONSIBILITIES:

The Church Secretary, under supervision of the Church Office and Communications Manager shall be responsible for providing support for church operations across a range of activities as follows:

- A. Maintain database for Walled Lake and Wixom Campus.
 - 1. Maintain all membership, activity and records in the church database. (e.g. worship attendance, worship guests, deaths, transfers, releases).
 - 2. Create and maintain member profiles.
 - 3. Enter weekly worship attendance into the database.
 - 4. Enter weekly Sunday School and misc. Bible Study attendance.
 - 5. Complete worship Communication Card First Time Visitor reports each Monday after attendance is posted.
 - 6. Post offerings weekly into the database.
 - 7. Enter new member application information and data into database.
 - 8. Record, track and produce basic reports as needed for any ministry that requests.
 - 9. Monitor inactive list and remove members as requested by elders.
 - 10. Maintain supply of church membership directories.
 - 11. Maintain Shut-In list, entering visits into database and running attendance reports as requested.

- B. Support Various Church Clerical Services and Office Operations
 - 1. Provide phone support in the church office.
 - 2. Maintain call-in appointments for Walled Lake campus Pastors.
 - 3. Assist with Alms and Family Assistance calls and walk-ins, providing follow up as needed.
 - 4. Prepare weekly bulletin for Blended style worship services, holiday worship, special services, weddings and funerals as needed.
 - 5. Email Prayer Requests from all worship Communication Cards, phone calls, emails, and walk-ins.

6. Check website and newsletter regularly, being aware of all upcoming church events and service programs, and updating documents and calendars as needed.
7. Providing accurate and timely help to callers and visitors.
8. Prepare monthly Elder's report
9. Prepare annual Elder's inactive report
10. Maintain attendee lists for Membership, Exploring Christianity, and other classes as needed.
11. Prepare booklets for Life Basics classes.
12. Manage Palm Sunday, Easter, and Christmas flower and palm ordering, including all necessary preparation and follow up.
13. Prepare hourly employee timecards.
14. Provide adequate supply of church letterhead and envelopes.
15. Coordinate the ordering and distribution of Portals of Prayer booklets.
16. Provide security camera and building entrance support, allowing appropriate visitor entry during school hours, and greeting visitors as necessary.
17. Provide coverage for Welcome Center personnel during school hours, as needed, including breaks, lunches, and gaps in scheduling staff or volunteers, in order to provide security for the school while classes are in session, as coordinated and approved by Supervisor.
18. Sort and distribute mail daily.
19. Record deliveries as needed.
20. Update, clean and tidy member and ministry mailboxes as needed.
21. Maintain church Master Calendar, adding, deleting and updating facility events at the Walled Lake campus, and verifying the accuracy of information with ministry leaders as needed.
22. Other duties as assigned.
23. Assist in recruiting, scheduling, organizing and supervising the work of office volunteers.
24. Assist Ministry Leaders and Implementation Team in scheduling, organizing and supervising the work of special project volunteers as requested.
25. Authorize and arrange for emergency office equipment repair service.
26. Refine, revise and administer the system for filing active paper documents and for archiving or destroying inactive documents.
27. Order or print, and distribute worship supplies as needed, including offering envelopes and Communication Cards.
28. Maintain office and copier/printer supply inventory, and orders supplies as needed.
29. Manage Annual Giving Statement process.
30. Manage annual offering envelope ordering, assignment, and distribution process.
31. Provide support for all church office mailings.
32. Provide design, development, and production support for printed and other media materials as requested by ministries and approved and coordinated by supervisor.

- 33. Provide support for VBS and other special events as needed and approved by supervisor.
- 34. Assist in the completion of weekly and as-needed electronic and print publications from the church office, including The Messenger.
- 35. Assist in the completion of the Quarterly Newsletter.
- 36. Design and maintain Sign Ups and Event Registrations as needed and approved by Supervisor.
- 37. Provide post-event support by, including but not limited to, updating the church database and other records as needed.
- 38. Assist in bulletin board and display maintenance.
- 39. Maintain internal phone lists and extension plates.

III SUPERVISION AND CONDITIONS OF EMPLOYMENT

- A. The Church Secretary reports directly to, and is under the authority of, the Church Office and Communications Manager.
- B. The Church Secretary is a full time position not to exceed 35 hours per week between the hours of 8am-5pm.
- C. The Church Secretary will maintain computer skills commensurate with the technical environment of the office data entry/clerical operations.
- D. Compensation and benefits are set by the congregation upon recommendation of the Executive Board.
- E. The Church Secretary is subject to the conditions of employment outlined in St. Matthew Lutheran Church’s “Congregational Personnel Manual”.

Date _____

Signature of Church Secretary _____

Signature of Church Representative _____

Approved by the Administrative Board: 6/19/08
 Minor updates approved by Strategic Planning Team: 8/18/10
 Minor updates approved by Strategic Planning Team on 8/14/12
 Changes approved by the Administrative Board: 4/18/13 and 5/19/16
 Minor updates 6/14/18
 Changes approved by the Executive Board: 8/7/2018

IV. DESIRED QUALITIES

- A. The Church Secretary's Spiritual Maturity should be reflected as follows:
 - 1. Fervent personal devotion, Bible study and prayer life
 - 2. The fruits of the Spirit should be evident.
 - 3. Outgoing and congenial.
 - 4. Confidentiality
- B. The Church Secretary's Spiritual Gifts should include:
 - 1. Administration
 - 2. Hospitality
 - 3. Helps
- C. The Church Secretary should have experience and personal qualities as follows:
 - 1. High levels of competence in using Microsoft Word (including mail merge), Excel (tables/queries) and Publisher design.
 - 2. High level of competence on the internet; to include our website, The Lutheran Church—Missouri Synod (LCMS) website, etc.
 - 3. Capability of quickly mastering the church's Membership Management system (currently ACS)
 - 4. People skills especially in activities such as phone call answering or calling, reception to people entering the church, dealing with requests for service, and working with co-workers and staff.
 - 5. Ability to manage your own time and work effort.
 - 6. Be self-motivated.
 - 7. Have problem-solving skills.
 - 8. Be results oriented.
 - 9. Be a member in good standing of the congregation or willing to become one.
 - 10. Ability to manage details accurately
- D. The Church Secretary should have a team spirit reflected as follows:
 - 1. Work cooperatively with co-workers.
 - 2. Fully embrace St. Matthew's Mission and Vision Statements (listed below)
 - 3. Embrace and, with God's help, evidence the Staff Values (listed below)

Mission Statement

St. Matthew Lutheran Church exists to make Christ-followers who are growing:

- *UP with God*
- *IN community*
- *OUT with His Love*

This congregation shall strive to fulfill its purpose by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article III) and by fostering Christian fellowship and charity.

Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior
2. **Live** as a Bible-based and Spirit-led people
3. **Worship** God together
4. **Share** the love of Jesus
5. **Grow** closer to and more like Jesus
6. **Serve** God with our gifts
7. **Love** one another in caring communities
8. **Pass** Jesus on to the next generation

**St. Matthew Lutheran Church
Staff Values**

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit. Approach your work and your life with Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and enthusiastic attitude

Ask the people with whom you work, "What can I do to help you?"
Expect to be a team player who has the best interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict resolution and meaningful communication must take place in an environment of openness, truth telling with courtesy and sensitivity.

Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty. Put your hand to the plow and don't look back! Do all you can heartily and serve the Lord with fortitude.

Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words of encouragement and appreciation whenever you have an opportunity. Write the note, make the call, give the gift that says, "You and your ministry matter to God!"

1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church, your life and your ministry. Remember why you're in this.

1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus. Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22