

Job Description - Executive Secretary
Memorial United Methodist Church

Responsible for office tasks:

1. Receive calls and messages for and from the Ministers.
2. Receive and handle telephone requests of this office;
3. Request membership transfers from other churches and send certificates when requested;
4. Direct the accurate maintenance of membership records (including baptism, preparatory membership, transfers, weddings, deaths, removals for other causes) and adding new members;
5. Make preparations for receiving new members, preparing and sending materials to them;
6. Prepare the newsletter as scheduled by senior minister and staff;
7. Prepare and copy the bulletin timely for all services;
8. Prepare, update, keep current, and supervise the church calendar and facility/event reservations, keeping the church staff informed;
9. Make reservations list and special projects and related reservation lists;
10. Assist in preparing financial canvass material and mailings, as needed;
11. Go to the Post Office as needed to pick up church mail;
12. Order office supplies for all staff and committees as needed. Responsible for distribution and storage, maintaining adequate supplies at all times;
13. Maintain files timely, for statistical yearly statistical reports and charge conference
14. Type, print, and cut needed materials for special events, such as tickets, flyers and bulletins;
15. Prepare and place posters for various activities throughout the church;
16. Communicate via email, telephone, mail, or other method any information from Ministers and committees as requested;
17. Place ads in newspapers as instructed;
18. Participate in priority cross-training tasks in collaboration with the Financial Secretary.

Social Media Communications:

1. Use appropriate technology, and social media and send emails as needed. This includes information such as the church-wide weekly enews, special events, and Pastor's Thoughts.
2. Use special software program to update the church sign with priority information/promotion of events
3. Complete occasional Facebook tasks such as uploading pictures of events and creating events for promoting services and activities, and update the email list in MailChimp for additions and changes

Secretary Shall Provide Support Services for Leadership Groups.

1. Prepare, with needed assistance, Finch Preaching Mission material and mailing
2. Keep appropriate persons informed about sanctuary and chapel flowers.
3. Send notices and mailing for Music Director when requested.