SECTION 1.00
Secretarial Services Job Description

Subsection 1.03

Secretarial Duties

Weekly:

- Manage email, calendar, incoming mail and bulletin board
- Process bulletin and provide rough draft for Pastor's review
- File archives of bulletin
- Mail bulletins to those wishing to receive it
- Email bulletin to those wishing to receive it
- Pay bills from study fund account

Monthly:

- Copy items for Pastor in preparation for Church Board meeting
- Reconcile study fund account with bank statement

As Needed:

- Order supplies for pastor and office (paper, toner, stamps, birthday cards, etc.)
- Manage attendance record and provide new forms for bulletin board
- Manage birthday list
- Manage Address directory
- Manage Mailing lists
- Compile and mail group mailings
- Manage membership records
- Manage subscription renewals

Yearly:

- Prepare Study Fund report for audit and for Annual Report
- Compile, edit, type, copy, and assemble Annual Report for the Annual Business meeting
- Mail Annual Report to those who wish to receive

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