

First United Methodist Church, Sheridan, IN. 46069

Job Description: Receptionist - Secretary

Part-time - 20 hours a week

Tuesday – Friday 9:00a.m.-Noon and 1:00p.m.-3:00p.m.

Starting salary: \$10.00 hour / \$10,400 yr

Immediate Supervisor: Rev. Carol Fritz

Lay Leader: Connie Pearson

Staff-Parish Chairperson: Judy Whicker

COMPUTER SKILLS: Proficient in ACS People, Office Professional: Excel, PowerPoint, Publisher, Microsoft Word, Outlook, Access, Power Point, Publisher, OneNote, Twitter, Constant Contact, Facebook, and Web maintenance.

RESPONSIBILITIES:

- Assist AV Tech in making worship slides and clips
- Answer Phone calls: take messages, pass on messages to appropriate staff/leadership in a timely manner.
- Check Office Voice Mail daily. Return calls promptly or send information to appropriate staff or leadership. Maintain messages on the voice mail. Post weekly activities on voice mail.
- Check Office e-mail account: forward emails to appropriate staff or leadership
- Check Postal Mail daily
Place received mail in appropriate Leadership Boxes.
If in doubt about a piece of mail, as to who should receive it, ask the pastor.
If a piece of mail comes for someone who does NOT have a box, call that person and tell them they can pick it up at the office.
Make a copy of all bills.
Give original's to the Treasurer and the copy to appropriate Committee Chairperson for review. Do this in a timely manner.
Pick up paychecks and other info from the Treasurer's office on Main Street as needed.
- Contact appropriate staff or leadership when an order arrives via Fed X or UPS
- Keep Daily Calendar of Events
Post all church related events on Office Calendar and on Web Page
- Maintain the Room-Use list.
Seek approval for use of facility through Pastor/Trustees

- Maintain adequate supply of forms used in office, worship, and Sunday school (reimbursement, fax, Sunday offering forms used by counters, S.S. attendance and offering forms), Print forms as needed.
- Maintain adequate office supply inventory: pens, pencils, paper clips, card stock, copier paper, copier supplies, etc. Order supplies as needed
- Maintain Weekly Attendance Registry on ACS People
Promptly maintain changes/updates in ACS People (new members, change of address, name changes, marriages, births, deaths, phone numbers, leadership positions, etc.)
- Email or Text meeting reminders
Mail out meeting reminders to those who have no email address.
- Type, print, and fold weekly bulletins. Send bulletin information to the Choir Director, Organist, AV-Sound Tech, Christian Education Director, Liturgist, and Enrichment Leader.
- Type, print, fold, and post Monthly Chime Notes. Put Chime Notes on the church Web site. Send Chime Notes to our Shut-ins and others as requested.
- Type, print, fold, and post all church mailings.
- Maintain Postal Fees for Bulk Mailing and for postal machine.
- Keep Web Page up to date.
- Send Information/pictures out promptly on the Church Facebook page, twitter, Email, and Constant Contact; as directed by staff and church leadership.
- Send out prayer concerns promptly via, Email, Facebook, Constant Contact.
- Print copies of minutes/informational material for Leadership meetings
- Maintain Office Copy of minutes from Leadership meetings
- Maintain Church files and File church paperwork as directed by pastor
- Oversee use of Xerox machine INCLUDING ordering supplies as needed.
- Maintain Office Rolodex
- Maintain Memorial Gift Contributions on ACS, keep the Memorial Book up to date, print thank you cards for pastor to sign, post thank you cards. Keep a list of names of memorial contributors so that a letter can be sent out to the family giving them the names of those who contributed to the memorial fund in their loved one's memory.
- Post Announcements on bulletin boards as directed by staff
- Maintain Office Volunteers list
- Assist Pastor as needed: Charge Conference, year end Check Day reports, etc.

- Coordinate year end finance audit (gather info to give to auditor from the Treasurer, UMM Treasurer, UMW Treasurer, Sunflower Pantry Director)
- Support the Staff and chairpersons of Leadership Committees as needed.

POLICY FOR SICK LEAVE OR ABSENCE:

You must contact the pastor and the Staff-Parish Chairperson if you are going to be absent or late. There is no paid sick leave. However, it is possible to make up missed time, but it must be done before the end of the current pay period.

VACATION POLICY: after first year, 1 work week (4 days) of paid vacation time

PAY PERIOD IS THE 15TH AND 30TH OF EACH MONTH.

The secretary must keep CONFIDENTIALITY at all times.