

**ST. JOHN'S LUTHERAN CHURCH  
JOB DESCRIPTION**

**JOB TITLE:** Receptionist/Clerical Secretary  
**REPORT TO:** Senior Pastor and Lead Secretary  
**BUDGET CONTROL:** Executive Board  
**SUPERVISES:** Assists in Supervision of Volunteers  
**DIRECTED BY:** Pastoral Staff and Lead Secretary

**JOB FUNCTION:** Greet visitors, answer phone, provide general secretarial assistance and specifically be responsible for all church bulletin, correspondence.

**PRIMARY DUTIES:**

- 1) Greet visitors, and answer phones, communicating information to appropriate staff. (daily)
- 2) Responsible for the production and preparation of bulletins, worship aids, prayer card, inserts, etc. (weekly)
- 3) Prepare all materials used in general work of the congregation requested by Lead Secretary and or Pastor.
- 4) Disperse and record Petty Cash as needed. Responsible for balancing Petty Cash Fund at end of each month. This should be turned into the treasurer. (monthly)
- 5) Work with the Financial Secretary in sending acknowledgments to those who give memorials to St. John's, and maintain Memorial Registries. (Periodically)
- 6) Type, copy and assemble various informational booklets as needed (Ladies Aid, Marriage, Baptismal, etc.) (once a year)
- 7) Order and prepare confirmation, baptismal, new member certificates, and wedding forms as needed.
- 8) Order and confirm confirmation robes. This may include ordering flowers, planning for pictures and other confirmation needs. (once a year)
- 9) Responsible for taking calls for assistance regarding food pantry needs, and overseeing volunteers. Recipients are asked to call on Mondays for Tuesday pick-up. This includes keeping records of all who receive aid from the Pantry, accepting or denying applications for help. (weekly) Prepare monthly reports for agencies connected to the Food Pantry Program (monthly) Note: At Thanksgiving and Christmas special boxes are given to those referred by our members.
- 10) Assist Lead Secretary in maintaining adequate office supplies and preparing purchase orders as initiated by the Staff, Boards, Committees and agencies of the congregation. (periodically)
- 11) Prepare letters for guests attending worship. (weekly)
- 12) Learn and assist with bulk mailing as needed.
- 13) Lend assistance to volunteers in using office equipment.
- 14) Write procedures pertaining to job description as needed.
- 15) When necessary answer phones, field questions, take registrations and payments, deliver messages for the Center for Early Learning.
- 16) In absence of Lead Secretary, cover any additional hours and duties.
- 17) Assist Lead Secretary as needed in picking up and distributing mail.
- 18) Assist Pastor in updating the web page. (weekly - bulletin notes, and prayer card)
- 19) Print, assemble, and mail INFORMER. (may enlist volunteers)
- 20) Maintain confidentiality at all times.

There are many more responsibilities and functions that cannot be listed, simply because of the many varied happenings in a day. In one hour you may need to be a listener, in another you may need to talk to someone who needs to hear that they are loved and the church cares. A servant is expected to respond to all needs as they arise. It is a job description that can never be completed.