



Church Secretary

Ministry Profile

Believe. Grow. Serve.

Title	Church Secretary
Reporting and Hiring	The Pastor (in harmony with the Elders) will hire and perform job evaluation
Primary Responsibilities	To Manage the Church Office and Church Information
Duties	<ol style="list-style-type: none"> 1. Receive people and communications on behalf of the church and pastor (phone, email, correspondence) 2. Publish weekly materials: Bulletin, web page, email, lists and schedules, order of service 3. Seek ways to assist the church leadership in administrative tasks related to church ministries 4. Maintain Efficient files and record keeping (online and in house) 5. Manage subscriptions, leases, contracts as relevant to the church office under direction of treasurer and chairman of the Elders 6. Maintain confidentiality 7. Manage and purchase office supplies and submit related budget items 8. Co-ordinate building use and activities calendar 9. Contact & coordinate those participating in Sunday duties 10. Publish annual or semi-annual material: AGM Reports, Directory 11. Light office Cleaning 12. Appeal to the Elder’s board if unable to determine duties or resolve disagreements with other staff
Qualifications	<ol style="list-style-type: none"> 1. Is a Committed Growing Christian (preferably attending MEFC) 2. Is Competent with office management and associated technology (eg. MSOffice, Google Workspace, Online Calendar, Website) 3. Be comfortable working as part of a team.
Hours and Pay	<ol style="list-style-type: none"> 1. Generally the position will be 4-6 hours per week during regular office hours 2. Larger projects will entail additional hours 3. Hours and wages will be set according to EFCC salary grid 4. Time off to be negotiated two weeks in advance

Application can be made by sending your resume and cover letter to info@mefc.ca