

JOB DESCRIPTION & RESPONSIBILITIES: RECTOR'S SECRETARY (Revised 23 July 2015)

Responsible to: The Rector on behalf of the PCC

Responsibilities:

1. Greet those who come into the office, answer their questions, give needed assistance.
2. Answer the telephone and give assistance or referring the caller to the appropriate person in the parish.
3. Keep office records and file as assigned.
4. Type and print the Sunday notice sheet, and produce other service sheets, leaflets and flyers that are requested by the Rector.
5. Collate the parish magazine, liaising with printers, advertisers and distributors.
6. Operation of a computer (synched with the Rector's laptop) in the task of organizing and implementing church business. Assist in drafting and typing letters, reports, records, as required by the Rector.
7. Organize and maintain financial records, including wedding and funeral fees, churchyard fees, deposits, payments, and bank accounts and magazine advertising. Liaise with the Rector and the PCC treasurer in producing quarterly reports on these.
8. Assist the Rector and others within the parish in producing a calendar of services for the parish.
9. Maintain and update database of mailing lists, and committees.
10. Arrange for delivery of office supplies when necessary. Maintain office equipment and arrange for repairs when necessary.
11. Keep a comprehensive file of all minutes Type minutes of all church committees as occasionally required, and send out notices of meeting of all committees as occasionally required.
12. Perform other tasks as may be assigned by the Rector.
13. Inform the Rector at least two weeks prior to taking holidays or leave.

In case of sudden illness, contact the Rector as soon as possible so a replacement can be obtained. There will be a probationary period of 6 weeks beginning at the time of employment for the PCC to determine if employment will be extended.

This position shall be for 2 mornings a week each of four hours (current hours Tues and Thurs 9.30am -1.30pm).

. This is paid at ... per hour with the understanding that from time to time this staff person may need to give some extra time to do the work required.

The secretary will work under the direct supervision of the Rector. Arrangements for special hours, changes in working days, and other such matters shall be a matter arrived at between these two.

COMPUTER SKILLS FOR SECRETARY POSITION:

Microsoft Word (necessary)

Microsoft Publisher (necessary)

Microsoft Outlook (necessary)

Microsoft Excel (at least some knowledge of the program – details can be taught to someone who has used the programme previously).

Previous experience of BACS (desirable)

Previous experience of Visual Liturgy (desirable)