



# North Street Christian Reformed Church

**Job Title: Church Secretary**

**Accountability: Executive Committee**

**Last Revision Date: February 2017**

**Revision History: June 1996, August 2005, October 2007, January 2008, August 2008  
October 2013, November 2013, April 2015, March 2023**

## Position Overview:

Provide administrative assistance for North Street Church

## Hours:

Part time position, 12-16 hours per week and based on a minimum of three days per week.  
Normal office hours are 10 AM to 2 PM.

## Position Requirements:

- Agree with and sign the North Street Church Statement of Belief.
- Applicants must be a member in good standing of a Bible believing church.
- The ability to maintain strict confidentiality.
- Excellent written and verbal communication skills.
- The ability to maintain a high accuracy level.
- The ability to work independently as well as in a team setting.
- The initiative to identify work that needs to be done and willingness to complete the task.
- Pleasant, friendly attitude to church members, guests, vendors, etc.

## Primary Job Functions:

- Provide administrative support and communications assistance for the Pastor and Council (President, Vice President and Clerk).
- Monthly publication of the North Street Church Newsletter (Reflections).
- Update the Prayer Line at least twice a week with information from the Pastor or Elders if the Pastor is on vacation or absent.

## Secondary Job Functions:

- Provide secretarial support for committee chairpersons.
- Maintain a file of documents and templates as a reference for future use.
- Produce forms and other documents as relates to committee chairpersons' request.
- Conduct research for the Council and Pastor.
- Manage public contact and handle inquiries and requests.
- Maintain church records and prepare reports

### Specific Duties:

- Answer telephone and serve as receptionist
- Keep the membership records current and publish the church directory updates.
- Prepare agendas for the Council, Elders and Deacons meetings as requested.
- Process minutes of the Council, Elders and Deacons meetings as requested.
- Maintain the church's general calendar and related scheduling duties including distribution.
- Process general correspondence and route to appropriate person.
- Maintain the North Street CRC Policy & Procedure Manual.
- Monitor for timeliness the information posted on the narthex bulletin boards and "Welcome Center".
- Send follow-up letters to visitors.
- Keep member mailboxes current.
- Receive and distribute mail to the proper recipients.
- Maintain contact list for repair problems with the church's office equipment such as computers, telephones, copier, etc...
- Develop expertise to serve as a back-up to the Bulletin Editor.
- Facilitate Building rental requests and notify proper persons.
- Purchase and order paper and office supplies as needed.
- Maintain and update North Street online presence (website, Facebook, etc) and TV monitor in narthex.
- Any additional duties as requested by the Pastor or Council.