

Church Administrative Secretary – Job Description

Position Overview

This is a full time, 40 hours per week position. The Administrative Secretary provides essential organizational, communication, and administrative support to ensure the smooth daily operations of the church office. This role supports pastors, staff, ministries, and congregational needs through document preparation, scheduling, database management, and general office coordination.

Key Responsibilities

Weekly & Monthly Publications

- Prepare and produce weekly worship bulletins.
- Prepare monthly Circuit Rider newsletter.

Office & Communication Support

- Manage incoming calls, emails, and general office tasks.
- Maintain church calendars, room reservations, and facility schedules.
- Update phone messages and coordinate with staff on announcements.
- Assist with bulk mailings (seasonal letters, quarterly statements, stewardship communications).

Database & Records Management

- Maintain and update membership database (Servant Keeper).
- Generate reports for staff, committees, and conference requirements.
- Conduct annual membership audit and process membership changes.
- Prepare membership certificates and related documents for baptisms, confirmations, and new members.

Event & Ministry Support

- Support seasonal church events (Easter, Christmas, All Saints, Stewardship, Ministry Fair).
- Assist with background checks for volunteers (VBS, mission trips, Upward).
- Manage altar flower schedule and related communications.

Facility & Systems Coordination

- Support door access control (training provided).

- Monitor thermostat settings and basic building needs in coordination with maintenance staff.

Collaboration & Team Support

- Attend monthly staff meetings and complete follow-up tasks.
- Work with ministry leaders on printing, ordering supplies, and preparing materials.
- Coordinate with pastors on worship planning, funerals, and special services.

Software & Tools Used

- Microsoft Office (Word, Excel, Publisher)
- Servant Keeper (membership database)
- CalendarWiz (room reservations)
- Axis (door access system)
- Honeywell Total Connect Comfort (HVAC settings)
- Outlook (email)
- Postal software for bulk mailings
- Background check platform (training provided)

Qualifications

- Practicing Christian who is actively living his or her faith
- Excellent written and verbal communication.
- Proficiency with Microsoft Office; willingness to learn church-specific software.
- Ability to manage multiple deadlines and maintain confidentiality.
- Strong organizational and time-management skills.

If interested, please submit your resume to office@rrumc.org, by February 15, 2026.

Please call Rocky River United Methodist Church at 440-331-7676 with any questions.