



Our Mission is To
Joyfully and Boldly make disciples of Jesus Christ as we...
KNOW Jesus and each other
GROW to be like him
SOW His Love in Word and Deed
Our Purpose

Church Secretary Job Description

Position Purpose

The primary purpose of this position is to reflect the love of Christ in all interactions and responsibilities. This role serves as a representative of St. John's Lutheran Church and supports the ministry work God has entrusted to our congregation.

This position is more than administrative production — it is ministry. It provides essential support to the Pastors, members, staff, school, and community; helping ensure that all church operations and events are carried out with excellence, compassion, and professionalism.

This is a full-time, year-round position, responsible to the Senior Pastor.

Primary Duties and Responsibilities

Ministry Support & Event Coordination - Coordinate, organize, and execute detailed tasks lists for various church events, including:

- Weddings, Funerals and Baptisms
- Youth Catechism, Rite of Confirmation / First Holy Communion
- New Member classes and Welcome Receptions
- Advent by Candlelight, Lenten Suppers, Holy Week Activities, etc.

Calendar & Scheduling - Maintain and update the Church Google Calendar

- Reserve spaces for meetings and church activities
- Coordinate with school staff when school space is needed (e.g., funeral dinners)
- Email weekly "Upcoming Events" calendar to the church/school distribution list

Membership & Database Management

- Assist Pastors in maintaining congregation and member databases
- Maintain current member paperwork and files
- Make member care calls (Active Care Ministry) and schedule pastoral visits

Weekend Worship Preparation

Communication & Member Support

- Research and fulfill member, staff, school, and community requests
- Answer and manage phone calls and emails
- Maintain informational packets: New Member, Wedding, etc.

Supplies & Facility Oversight: Maintain church office supplies and literature racks

Administrative & Creative Support - Create & update brochures, flyers, and ministry materials, support various church ministries with administrative needs

Required Characteristics & Skills

Personal Characteristics

- Individual must be an active Christian
- Ability to maintain confidentiality of office and church/school matters.
- Team player with a positive attitude, patience, courtesy and empathy.
- Must be able to pass required state and federal background checks.
- Must be 18 years of age or older, possess a valid driver's license and have reliable transportation.

Professional Skills

- Strong organizational and multi-tasking abilities
- Strong written and verbal communication skills
- Strong phone communication skills
- Ability to learn new skills and possess a proactive mindset

Technical Skills

- Highly proficient with Microsoft Office: Microsoft Word & Excel
- Proficient working knowledge of Google Email & Calendar, Outlook and Canva
- Ability to adapt quickly to new software and office technology