

# **POSITION DESCRIPTION**

**PRESBYTERIAN CHURCH OF NOVATO  
710 WILSON AVENUE  
NOVATO, CA 94947  
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[WWW.PCNOVATO.ORG](http://WWW.PCNOVATO.ORG)**

**Position:** ADMINISTRATIVE SECRETARY

**Purpose:** To provide administrative and secretarial support services for the Pastor and other professional Church staff as determined by the Pastor

**Accountability:** To the Pastor as Head of Staff and the Church through the Session Personnel Committee

**Responsibilities:**

1. Provide administrative and secretarial support for the Pastor and other professional Church staff, including but not limited to the Ministry Associate, Director of Youth Ministries, Director of Children's Ministries, and others as determined by the Pastor;
2. Maintain computer database, provide membership lists, labels, group membership talents, skills, interests, and participation for adults, youth and children;
3. Maintain, update, and manage CCB and the Church website;
4. Transcribe pastoral visit tapes maintaining confidentiality;
5. Process and expedite information flow through appropriate channels;
6. Supervise the production of materials by computers, copy machines, etc., and oversee usage and repair of equipment during weekday office hours;
7. Maintain online worship/program and events calendar for the Church, including ensuring that the times, dates, locations, and information for all Youth and Children meetings, events, and activities are timely and accurately indicated;
8. Provide support for Church committees and organizations as directed by the Pastor as Head of Staff, including but not limited to provide materials for the Deacons and Elders in preparation for meetings, and order committee materials from Presbyterian Distribution Service, Louisville, Kentucky;
9. Be responsible for the functions of the Church office including ordering office supplies and equipment, coordinating repairs and technical services in consultation with the Finance/Administration Committee Elder, supervise and accomplish the bulk mail process for all mailings through the Church office;
10. Be responsible for the production of major documents, including but not limited to the following:
  - a. Worship Bulletins (Sunday, memorial, and other special services);

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- b. Communications and meeting announcements;
  - c. Correspondence with adult education class registrants and Church officers;
  - d. Communications to visitors, new member prospects, inactive members and members who have moved from the area;
  - e. Special offering requests (e.g. Christmas Joy, OGHS, Peacemaking, etc.) mailed to congregation;
  - f. Presbyterian Press monthly newsletter which shall include supervising the assembly production and mailing of the newsletter;
  - g. New member "Inquirer's Class" materials;
  - h. Design, assemble, and produce the Annual Report to the Congregation;
  - i. Maintain an accurate membership roster;
11. Provide program support through promotional materials and publicity, including but not limited to:
- a. Write and produce Presbyterian Update, the weekly news sheet (bulletin insert) of announcements, meetings, activities, deadlines, calendar;
  - b. Develop brochures, fliers, tickets, posters, invitations, booklets, and programs, including stewardship materials;
  - c. Dissemination of updates and communications with parents of Youth and Children;
12. Recruit, train, and supervise individuals and teams of volunteers as needed;
13. Schedule building use for Church and outside groups, maintain records of use agreements, maintain updated facility use calendar, tracks keys – in consultation with the Property Committee;
14. Provide support for the Director of Youth Ministries and Director of Children's Ministries as directed and as follows:
- a. Weekly meeting with Director of Youth Ministries to ensure newsletters, bulletins, and website have timely, accurate information regarding the Youth and Children's programs;
  - b. Create, email, and provide hard copies of weekly calendars reflecting all Youth and Children's scheduled activities;
  - c. Assist Directors of Youth and Children's Ministries in communicating to parents, youth and children event details including transportation needs, liability waivers and releases, etc.;
  - d. Prepare and mail notices, collect and process applications for ministry activities;
15. Direct room set-ups by Custodial Services;
16. Produce PowerPoint slides as directed by the Contemporary Worship Director of Music to reflect lyrics to be utilized at each Contemporary Worship Service