Office Secretary – Job Duties

St. Mark’s Evangelical Lutheran Church

3350 North Delany Rd.

Waukegan, IL 60087

1. The position of **Office Secretary** shall primarily report directly to the Pastor, with indirect responsibilities to the Sunday School Coordinator, and the Church Council.
2. The **Office Secretary** agrees to fulfill the following duties:
	1. On a daily basis, checking and responding to mail and email, greeting visitors, receiving packages, handling phone calls and messages, and maintaining coffee supplies and equipment in the narthex and conference room.
	2. On a weekly basis, the Office Secretary is also responsible for:
		1. Preparing and emailing the worship bulletin(s), printing copies of the bulletin(s), preparing the worship folders for the Pastor and other worship leaders, preparing large print version of the readings for the Lector and placing them in the pulpit, and preparing the Powerpoint slideshow(s) for the sanctuary.
		2. Create video signage updating special events, fundraisers, birthdays, anniversaries, Mission of the Month, Bible studies, etc. which are moved onto a thumb drive and placed in the monitors in the fellowship hall and narthex; also update the Delany St. Scrolling signage.
		3. Maintain sufficient prayer cards in the basket on the altar in the prayer corner to ensure congregants’ needs are met;
		4. Scheduling outside (contracted) janitorial vendors;
		5. Ensuring that all restrooms are clean and restocked of paper materials; and communicating with the Property and Grounds team / Council Chair if things are not proper – it is not the intention to have the Secretary “clean” the bathroom, just monitor and stock paper materials as needed.
		6. Walk the interior of the building on a daily basis, if no one else is present, to assure things are secure and in order, as many days you may be the only one present.
	3. On a monthly basis, the Office Secretary:
		1. Compile, prepare and submit to the printer - LPI the next month’s Messenger newsletter, sending a copy to webpage – and emailing a PDF version to all parishioners.
		2. Handle the assignments of the Worship Assignments group;
		3. Coordinate with the Council president on preparing the agenda for each month’s Council meeting, then prepare the Council packets for the meeting and email an advance copy to each Council member;
		4. Check AED that the battery is working and the unit functioning;
		5. Maintain membership lists in Icon CMO, online web service.
		6. Assist the church accountant in any ways necessary which may include processing checks / payments.
	4. In addition, as needed the Office Secretary shall:
		1. Keep St. Mark’s calendar, including meetings for outside entities;
		2. Be familiar with, and update: Weebly (a basic web design app), Mailchimp (email client), and Breeze (a church database program).
		3. Help with tracking items like registration forms, sign-ups, attendance sheets, and care follow-up.
		4. Be the liaison for Lake County Elections officials;
		5. Maintain Altar Flower Chart and (assist with) order flowers;
		6. Send out contribution statements to parishioners at year’s end and as requested;
		7. Keep the Ministerial Acts ledger up-to-date;
		8. Create reports for semiannual Congregational meetings;
		9. Place orders for worship, office, and Sunday school supplies, as needed;
		10. Send annual congregational report to the Synod;
		11. Fulfill such other duties as may be requested by the Pastor and / or Sunday School Coordinator.
		12. Keep the copy room, organized and stocked.
3. **St. Mark’s Evangelical Lutheran Church** agrees to pay the Office Secretary the sum of $20.00 per hour, with the intended schedule being 16 hours / week (Monday – Thursday); however, it is understood that certain weeks may exceed such 16 hours, and will be paid at the same $20 / hour rate (no overtime).

The Office Secretary will not receive “paid” vacation or sick days, and shall notify the Pastor in person or by phone of any scheduled or unscheduled absences. It is understood that the Office Secretary will take (up to) 2 weeks prescheduled (non-consecutive) vacation time per year, not surrounding critical church Holiday’s.

In addition:

* 1. The normal work hours are defined as: 9:00 a.m. to 1:00 p.m. four weekdays during each week, Monday – Thursday. The church officers (Executive Committee) shall be available to provide support and, if needed, a forum for any grievances expressed by the Office Secretary.
	2. FICA will not be withheld from the Office Secretary paycheck nor will the matching employer portion be paid by St. Mark’s Evangelical Lutheran Church.

The Office Secretary and St. Mark’s Evangelical Lutheran Church each have the right to terminate this Contract. The contract may be voided by consent of the Church Council with two weeks’ notice. The Office Secretary may void this contract by providing four weeks of written notice to the Church Council via any member of the Executive Committee, and to the Pastor.

The congregation of St. Mark’s Evangelical Lutheran Church pledges the Office Secretary our prayerful support and makes itself available to guide, assist and aid him / her in the performance of his / her duties under the direction of the Pastor and the Executive Committee.