

BENDERSVILLE LUTHERAN PARISH

126 Church St., P.O. Box 449, Bendersville, PA 17306-0449
Phone: (717) 677-9880 Email: 3churches@centurylink.net

JOB TITLE: Parish Secretary

Bendersville Lutheran Parish is a three point parish with churches of Bethlehem in Bendersville, Christ in Aspers and St. James in Wenksville. Our office is centrally located at Bethlehem. We are three rural churches, set in beautiful Upper Adams County, with a service occurring at each every Sunday morning. We are a member of the Evangelical Lutheran Church of America (ELCA) and the Lower Susquehanna Synod.

GENERAL JOB DESCRIPTION

Running/coordinating/maintaining the activities and equipment of the parish office for the needs of the parish.

OVERVIEW

- Must be pleasant, discreet, tactful, and capable of honoring confidential communications
- Must have general knowledge of all office equipment and supplies and a willingness to learn new things
- Must show a willing attitude of service to their position and its responsibility
- Must possess good telephone and communication skills
- Must possess good writing and editing ability, with proficiency in grammar, usage and style
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner
- Perform general office work, under supervision of the hiring committee and in cooperation with the Pastor and other staff
- Must be a self-starter, good at multi-tasking and prioritizing projects
- Must have good organizational skills and be able to meet soft deadlines
- Must work independently and not be afraid to ask for help or clarification when needed

DUTIES AND RESPONSIBILITIES

- Create the weekly Sunday Service Bulletin in coordination with the Pastor and the Organist. This should include announcements/news important to the parish and the prayer list.
- Provide in advance the weekly lay readings found in the Sundays and Seasons website.
- Create, mail and email the monthly newsletter to include a calendar of events.
- Maintain address, birthday and anniversary lists, as well as our prayer list.
- Monitor and forward as appropriate all emails and phone calls.
- Report music used during weekly worship and assist the Director of Music as needed with the satisfaction of applicable music copyright laws.
- Maintain the parish Facebook page and website.
- Create, as required, bulletins for weddings, funerals and other special events.
- Perform general office work; order and maintain office supplies and equipment; maintain files and records as needed. Accuracy and attention to details is a must.
- Photocopy documents and assemble as needed.
- Do routine letters and documents as needed/requested by the Pastor or church staff.
- Perform other duties as assigned.

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EDUCATION

High School or GED

EXPERIENCE

Experience with Microsoft Office, Word
Knowledge/understanding of Windows file structure
Experience in using Facebook and the Web
Experience with Microsoft Office, Publisher, preferred
Secretarial experience, preferred

KEY COMPETENCIES

Computer Skills
Communication Skills

PHYSICAL REQUIREMENTS

Lifting office supplies – large boxes of paper, toner, etc.
Driving – getting newsletters to the Post Office for mailing