

Spirit of Grace

Job Title:	Parish Secretary	Level/Salary Range:	10,000 annually
Location:	2399 Figa Ave., West Bloomfield, MI 48324	Position Type:	Office Staff
Date posted:	January 1, 2023		
Posting Expires:	Until filled		
Application Process:			
Please send cover letter, resume, and two names of references to: office@spiritofgrace.church Subject Line: Parish Secretary		This position is being posted by Spirit of Grace, a Lutheran-Episcopal community.	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The Parish Secretary will answer directly to the Pastor/ Priest who is responsible for staffing.</p> <p>Responsibilities</p> <ol style="list-style-type: none"> 1. Office <ol style="list-style-type: none"> a. Act as receptionist for church visitors and support activities including answering the telephone, typing of all correspondence, making telephone calls, locating materials, office coordination, etc. b. Provide administrative office support to the Pastor's/Priest's, staff, and volunteers. c. Check email messages. Respond if possible, or forward the messages to the intended recipient(s). d. Direct office volunteers to assist with special office duties or church projects. e. Maintain records of the church (membership books, births, baptisms, mailing lists, phone numbers, email addresses, etc.) f. Maintain church calendar and coordinate use of the building. g. Receive, sort and distribute the mail. Process outgoing mail daily. h. Responsible for all written and electronic communication for the church, including the worship bulletins, emails, etc. i. Attend staff meetings. j. Any other duties as assigned by the Pastor/Priest. k. It is estimated that this position will require approx. 15 hours a week, including coverage in the office from 9:30am-2:30pm and on the Finance Manager's day off which is Friday. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Must have at least one year post-secondary education or the equivalent. Three to five years experience on the software and other programs listed below. Background check and Safe Church course will be required.</p>			

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PREFERRED SKILLS

Competent with all Microsoft Office Suite programs, especially Word, Excel, and PowerPoint. Experience with web based programs such as Google Docs and others. Excellent skills in graphic design using existing software for publication pieces. These include, but are not limited to: Sunday bulletins and inserts, mailings, posters or other advertising pieces (both print and electronic). Strong ability in writing and editing.

ADDITIONAL NOTES

There are no health benefits, life benefits or retirement benefits provided as part of this employment arrangement.

Reviewed By:	Janet Timmons	Date:	December 27, 2022
Approved By:	Pastor Peggy Rose	Date:	December 27, 2022
Last Updated By:	Jocie Ballmann	Date/Time:	December 27,2022