



JOB ANNOUNCEMENT

Temple United Methodist Church is a multi-cultural Christian community whose mission is to: Build Authentic Christian Community; Serve God's People; and Create Disciples of Jesus Christ.

We are seeking to hire someone to fill the position of: Church Secretary / Assistant to the Pastor.
The position begins on August 1, 2011.

Position Summary:

The church secretary and assistant to the pastor will provide clerical support for the ministry of the church. He or she will serve as clerical Worker and personal assistant for the pastor and will be responsible for the daily office procedures for the church office. He or she will work closely with the pastor, and will support various areas of ministry as directed by the pastor.

Compatibility with the theology and practice of The United Methodist Church is a requirement for this position. The church secretary will report to the pastor. This position falls under the auspices of the Staff Parish Relations Committee.

Primary Responsibilities

Clerical:

- Answer telephones and respond to emails throughout the day as needed.
- Prepare weekly Sunday bulletins by specified deadline.
- Edit and develop church newsletter.
- Update church website on a regular basis.
- Support ministry areas with certificates for baptism, confirmations, transfers, and new members.
- Handle incoming and outgoing mail.
- Assist in the preparation and production of mass mailings for pastor and for other areas of the ministry of the church.
- Support the pastor with clerical and other duties related to pastoral ministry.

- Supervise office and hospitality volunteers.
- Other special duties and projects as assigned by the senior pastor.

Required Skills:

1. Knowledge of modern office procedures, business English, modern filing methods.
2. Detail oriented with excellent organizational skills.
3. Operation of standard office equipment, including PC and Mac computers.
4. Ability to learn and to adapt to new software and computer programs as necessary.
5. Ability to manage multiple responsibilities simultaneously and prioritize.
6. Excellent oral and written communication skills.
7. Exceptional people skills and phone etiquette.
8. Ability to work independently and as part of a team.
9. Exhibit sensitivity, discretion, and a sense of humor.
10. Two or more years of administrative/office support experience preferred.

Terms & Compensation

1. \$34,000.00 per year.
2. Timesheet to be submitted to supervisor bi-weekly.
3. Sick/vacation days tracked and logged bi-weekly.
4. Vacation requests submitted at least one month in advance.
5. This is a part-time, 30 hours-a-week position. No benefits are available.
6. Regular office hours are Tuesday through Friday 9 a.m.- 4 p.m. Occasionally some different hours will be required.

How to Apply

Email or mail cover letter, resume, and three references to:

pastor@tumcpeace.org

or to:

Pastor, Parish and Staff Relations Team Hiring Committee

Temple United Methodist Church

65 Beverly Street

San Francisco, CA 941323