

MUNSEY MEMORIAL UMC CHURCH SECRETARY

Organization:

Munsey Memorial United Methodist Church
201 South Roan Street Johnson City, TN 37601
Mailing Address: P.O. Box 1336 Johnson City, TN 37605

Job Description:

Position: Part-Time, Hourly, non-exempt

Reports to: Senior Pastor

Hours: 20 hours/week

Pay: Starting at \$15/hour

Position Description and Responsibilities:

The Church Secretary has primary responsibilities of supporting the Senior Pastor and church staff in day to day activities including, but not limited to:

- Maintaining congregational communication such as mailings, notices, scheduling meetings and appointments
- Recording of notes in meetings as needed including weekly staff meetings
- Overseeing production and printing of the weekly worship bulletins, the weekly Update publication, and the monthly Messenger
- Maintaining and overseeing the ShelbyNext database and calendar
- Maintaining membership records including notation of membership dates, births, deaths, baptisms, etc.
- Overseeing operation and maintenance of the office equipment and supplies
- Assisting with scheduling, answering the phone and greeting the public along with weekly office volunteers
- Coordinating weekly Connection Point (church office area) volunteers
- Preparing Charge Conference reports and Annual Reports

- Assisting with production of Church Council meeting documents
- Coordinating communication of Death and Birth Notices to staff and congregation
- Assisting with other duties and ministries as needed

Qualifications:

- Education: High school graduate required, college graduate preferred.
- Experience: 2-5 years experience in office management, highly proficient in Canva, Microsoft Word and Excel applications
- Commitment to the ministries of the local church

Church Office Schedule:

- Monday-Friday, 9:00 a.m. - 1:00 p.m.

Other:

- Cell phone reimbursement stipend
- Work location: in-person

About Munsey UMC

Munsey Memorial began in 1871 as the East Market Street Methodist Church, built of handmade bricks at a cost of \$4,000. The church was part of the heritage of the early Methodist circuit riders that brought the gospel to the pioneer settlements of the American frontier. To this day, Munsey continues to take an active approach to meet the needs of our congregation and community. We strive to seek new paths for ministry and mission, not only in Johnson City, but also throughout the world.