



Timberlake United Methodist Church
21649 Timberlake Road | Lynchburg, VA 24502
434.239.1348 | timberlakeumc.org

Church Office Secretary

Employer Information

Job Department: Church Staff

Reports to: Director of Finance

FLSA Status: Salaried - Non-Exempt

Hours: 32

Schedule: Monday - Thursday, 8 AM - 4:30 PM; Friday, 8 AM – 12 PM

Purpose:

To assist with various office and administration tasks for Timberlake Church.

Essential Functions Statement

Reasonable Accommodations Statement: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform essential functions.

Essential Functions

Facilities Secretary:

- Schedule use of facilities for both the Child Development Center and the church.
- Maintain logs and deposits relating to facilities use requests, scheduling and rentals.
- Enforce the Facility Use Policy.
- Maintains the church's master facility use schedule/calendar
- Communicate use of facilities to affected groups or individuals.
- Maintain and organize key log and keys for all church doors. Take key deposits and return deposits.
- Maintain electronic key issuance and programming.
- Maintain van/bus keys. Keep van/bus usage logs.
- Manage the use and functionality of all office equipment.
- Coordinate office equipment vendors.
- Repair and fix any machines as able.
- Coordinate with Trustees all issues and jobs going on at the Church (Toilet backed up, alarm going off, etc.) and Child Development Center.
- Order all janitorial supplies for both Church and Child Development Center
- Serve as custodian's staff report.

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Office Secretary:

- Answer all calls coming into the church, including all calls to the Child Development Center. Forward calls and/or take messages.
- Enter and maintain church membership roll by entering/removing members, updating information - record deaths, new members, baptisms, etc. and keeping records of all changes to the roll. Serves as Membership Secretary of church.
- Enters and maintains all church donation records and mails quarterly and annual statements to contributors. Serves as Finance Secretary of church.
- Coordinate and oversee office volunteers.
- Order and maintain stock of all office supplies.
- Order offering envelopes, candles, and other worship supplies.
- Order mailing envelopes printed with church return address and bulk mail stamps.
- Order all small group materials.
- Maintain inventory of stamps needed.
- Maintain bulk mail accounts with U.S. Postmaster.
- Maintain labeled mailboxes and keep telephone directory up to date.

Pastoral and Assistant Pastoral Support:

- Help schedule Lead Pastor appointments and send reminders.
- Make telephone calls for follow ups and to make appointments.
- Research books/information needed and place orders.
- Buy and set up hospitality for leadership meetings.
- Assist the Director of Finance, Lead Pastor and Executive Director as needed.

Qualification & Education:

Faith in Jesus Christ and agreement with Timberlake's Statement of Faith.

A friendly attitude, a welcoming personality, a passion for working with people, and a warm disposition toward others on the phone and in person.

Three years of office administration experience required.

Associate's Degree (or other 2-year degree) preferred.

Knowledge:

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

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English Language - Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Skills:

Basic Skills

- **Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Reading Comprehension** - Understanding written sentences and paragraphs in work-related documents.
- **Speaking** - Talking to others to convey information effectively.
- **Writing** - Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Social Perceptiveness** - Being aware of others' reactions and understanding why they react as they do.

Resource Management Skills

- **Time Management** - Managing one's own time and the time of volunteers and custodians.

Work Context

Physical Requirements

- Spend time making repetitive motions.
- Spend time sitting.
- Lift up to 50 pounds

Communication

- Electronic Mail
- Face-to-face discussions
- Letters and memos
- Telephone

Work Setting

- Indoors, Environmentally-Controlled

Tools and Technology

Tools

- 10-key calculators
- Desktop computers
- Receipt books

Technology

Software

- Microsoft Office
- Planning Center

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I have read the job description and agree that I am capable of performing all of the essential job duties of this position with or without a reasonable accommodation. I agree to comply with these expectations and understand that my performance appraisal will be completed with all of these expectations considered.

Employee Signature: _____ **Date:** _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

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