

Church Secretary

The First Congregational-Christian Church of New Gloucester, Maine is seeking a part-time Church Secretary. The church is an open and affirming congregation of the United Church of Christ. The church secretary works closely with the pastor. Regular tasks include answering incoming calls and taking messages, scheduling the use of the building, maintaining the church calendar and website and developing and distributing bulletins and newsletters. The successful candidate needs excellent communication and organization skills, strong word processing skills and basic computer knowledge. Empathy and discretion are required.

Responsibilities and Duties

- Handle church correspondence, including phone calls, mail and email. Take messages and re-direct correspondence as appropriate.
- Respond to requests for assistance by connecting people with available resources.
- Work closely with the pastor to prepare worship bulletins.
- Create and distribute the semi-monthly church newsletter, sent electronically to most members and by mail to some.
- Maintain the church calendar and serve as primary contact for scheduling building use.
- Provide event support on an as needed basis.
- Update website and Facebook content.
- Maintain church membership and contact lists.
- Maintain office files.
- Monitor office and janitorial supplies.
- Support the operation of the New Gloucester food pantry.

Skills Required

- Proficiency with Microsoft Office software.
- Experience with database and website management and social media platforms, or the willingness to learn.
- Excellent communication skills and a friendly cooperative attitude.
- Strong organizational skills and attention to detail.
- Sensitivity to people's needs and ability to maintain confidentiality.

The church secretary reports to the Board of Trustees, which is responsible for performance evaluation. The regular working hours are 9 AM to 12 Noon, Tuesday through Friday, with occasional nights or weekends as requested for event support. The hourly rate is dependent upon skills and experience, with a minimum of \$11.50 per hour. The church secretary is entitled to 6 days per year of paid time off. For consideration, please email your résumé to search@ngucc.org.