



Community Presbyterian Church

Church Secretary/Food Bank Coordinator Job Description

The church secretary/food bank coordinator is accountable to the Pastor as supervisor and to the Administration Commission of the Session as employers.

As church secretary, the person shall be responsible for the items listed below:

1. To perform all secretarial and clerical duties necessary to assist the Pastor, Clerk of Session, Session and Deacons.
2. Process maintenance requests as approved by the Administration Commission.
3. Train volunteers or substitutes for office work as needed.
4. Maintain church files.
5. Ensure weekly file of members and visitors is maintained.
6. Type and mail any requested Church correspondence.
7. Type, print and assemble worship bulletins.
8. Produce the monthly Church newsletter and act as newsletter editor in absence of the Pastor.
9. Compile and publish the Annual Report.
10. Assist the Clerk of Session with compiling and printing the monthly Session meeting packets.
11. Maintain the record of church key assignments (key number and to whom issued) in accordance with the Church Key Policy.
12. Update and maintain the website and social media.
13. Inventory and order church supplies as needed and upon request.

As Food Bank Coordinator, the person shall be responsible for the items listed below:

1. Maintain the volunteer schedule.
2. Communicate with other churches the needs regarding volunteers or items.
3. Record the daily temperature logs.
4. Enter information into the Link to Feed accounts
5. Submit reports and orders to United Food Bank.
6. Submit reports for Feeding America
7. Coordinate with support group (National Guard, etc.)

The secretary/food bank coordinator is responsible for the daily time ticket, which is to be submitted to the Pastor for approval before being sent to the Treasurer.

Annual Vacation, Sick Leave and Holiday policy:

1. This position shall have two weeks of annual vacation leave with pay and shall start accruing it after a ninety (90) day probationary period.
2. This position shall have two weeks of annual sick leave, which shall be available after a ninety (90) day probationary period.
3. The use of vacation and sick leave shall be approved by the Pastor.

4. The following legal holidays shall be paid:
 - a. New Year's Day
 - b. Good Friday
 - c. Memorial Day
 - d. 4th of July
 - e. Labor Day
 - f. Veteran's Day
 - g. Thanksgiving Day
 - h. Christmas
5. If a legal holiday falls on a weekend, the person may take the previous Friday or following Monday as the holiday.
6. Any and all overtime shall be paid with comp time off and must be approved by the Pastor.