

St. Matthew's Episcopal Church, Universal City, Texas  
Job Description for Parish Secretary

The Parish Secretary must have a caring attitude and excellent people skills, operate with integrity, be a self-starter (with appropriate training), have a positive attitude and live a Christ-centered life. This administrative/secretarial position is the liaison among the Rector, Vestry, and Parish as well as outside organizations and the community, with the understanding that confidentiality is imperative. The Parish Secretary reports to the Rector; if there is no Rector, the position reports to the Senior Warden until a Rector is appointed. The Parish Secretary serves the Rector, the Vestry, and the congregation.

The position is 20 hours per week. The office is open Monday-Friday 9:00 am to 12:00 pm and there is a Monday prayer meeting at 12:00 pm that is usually no longer than an hour. The secretary is expected to be in the office when it is open and for the prayer meeting. Generally, the hours are 8:30 am to 12:30 pm (with a potential adjustment on the Monday start time to accommodate the prayer meeting), and with extra hours required prior to Easter and Christmas. In the event a scheduled workday falls on a holiday, the schedule will be adjusted to ensure 20 hours is worked that week.

An annual performance review will be conducted by the Rector, Senior Warden, and one additional representative of the Vestry. The number of hours and hourly rate of pay will be reviewed annually, at the annual review. An annual merit pay increase is at the discretion of the Vestry, on recommendation of the Rector, or Senior Warden.

The position requires a person with excellent people and telephone skills. Familiarity with the Episcopal Church is highly desirable. Must possess skills in Microsoft Office and ability to become proficient in essential software (Realm, a parish record management software). "Safeguarding God's Children" training (for prevention of sexual misconduct) is required by the Diocese of West Texas within the first 3 months of starting work.

The Parish Secretary is entitled to one week of paid vacation annually, on an accrual basis. The Church will contribute to a pension plan as recommended by the Diocese. There is no medical, sick pay, dental, or other benefits. Specific duties are, but not limited to:

Daily:

- Check answering machine, return calls or forward messages
- Review email and answer as needed
- Supervise mail sorting and distribution
- Direct volunteer receptionists as needed

Weekly:

- Attend Monday Prayer Meeting, in order to maintain and update Prayer List
- Attend weekly meeting with Rector to review tasks and update church calendar
- Prepare readings and bulletin for the service at the Army Residence Community

- Prepare Sunday Order of Service, including updating readings, announcements, prayer list requests, and hymns
- Prepare Rector's announcement notes and attach to his copy of Order of Service
- Print Sunday's Order of Service and Monday Prayer List
- Update Realm (parish record management software) with previous Sunday offering
- Annotate Church Register with previous Sunday attendance/communion info

Monthly:

- Review and print *Matt's Missive*.
- Update monthly attendance/communion information from Church Register
- Prepare Vestry packets for monthly meeting

Annually:

- Prepare ballots for annual Vestry and Council Delegate elections
- Prepare Parochial Report with Rector
- Register Council Delegates & Alternates and make hotel reservations if needed
- Order or create Bulletin covers for Easter and Christmas
- Assist with Stewardship Campaign, as needed
- Prepare Annual Flower and Candle sign-up sheets
- Prepare Holy Week service bulletins
- Work with Audit Committee

As Scheduled/Needed:

- Prepare Home Communion List for Sunday
- Prepare and mail individual statements of contributions (quarterly)
- Order office supplies, letterhead and envelopes, prayer request cards, guest cards, toner, paper products for kitchen and restrooms
- Update Realm with membership information
- Handle Letter of Transfer requests
- Update assistance list from Discretionary fund
- Prepare Baptism, Confirmation, and Wedding Certificates
- Update Church Records with Baptisms, Confirmations, Marriages, and Burials
- Update and prepare Parish Directory
- Filing
- Prepare Sign-up sheets (i.e. Lunch Bunch, Clean Up)
- Prepare bulletin for Memorial services, if requested
- Assist Rector with correspondence
- Assist Rector with travel arrangements
- Work with Junior Warden to coordinate regular and emergency service work on buildings and grounds