

East Kilbride Old Parish Church

Church Secretary

JOB DESCRIPTION

Title of Post: Church Secretary (Part-Time) – East Kilbride Old Parish Church

Responsible to: You will be responsible to the Session Clerk of East Kilbride Old Parish Church.

Main Purpose of post: Provide secretarial support to the Minister, Session Clerk, Youth & Families Worker and office-bearers in all aspects of the congregation's activities and worship.

MAIN DUTIES

The Employee will carry out the whole duties pertaining to the post of Secretary which shall include: -

1. organise and maintain church diary;
2. order and maintain office supplies, equipment and church stationery;
3. maintain and organise office area;
4. answer all telephones, taking appropriate messages;
5. distribute mail and correspondence appropriately;
6. monitor church website and Facebook page for messages and new postings;
7. check emails and draft appropriate responses;
8. type, print, and fold weekly Order of Service;
9. keep appropriate contacts lists up to date;
10. routine filing of paperwork;
11. support the arrangements for baptisms and weddings;
12. prepare Annual Reports;
13. schedule and attend meetings of Congregational Board/Kirk Session and record minutes;

14. prepare new members' information packs;
15. set up counselling meetings and other appointments;
16. maintain petty cash with accurate records and receipts;
17. type up sermons;
18. send church Christmas cards to the year's church visitors and bereaved families;
19. maintain the register of church keys;
20. prepare tickets for church social events;
21. behave in a manner respecting the need for confidentiality;
22. carry out such additional duties as may reasonably be requested from time to time.

Terms and Conditions: Church Secretary

- There will be a 4-week probationary period at the beginning of the employment contract.
- The hourly rate will be £9.30 and adjusted annually in line with the Real Living Wage.
- Normal hours of work will be 6 hours per week comprising Tuesday and Friday mornings from 9.30 to 12.30. These hours may be subject to adjustment as job requirements change.
- There are 5 weeks pro rata annual paid leave in each full holiday year which runs from 1 January to 31 December. Entitlement is based on full weeks worked. There are also 9 pro rata statutory holidays.
- The post is based at East Kilbride Old Parish Church.

Person Specification: Church Secretary

	Essential	Desirable
Skills, Abilities and Knowledge		
Proficient IT skills encompassing Microsoft Office and email.	√	
Confidence in accessing and updating websites and Facebook		√
Administrative and clerical competence.	√	
Ability to undertake routine photocopying and printing.	√	
Good planning skills with the ability to prioritise work and workload.	√	
Knowledge of Data Protection obligations, the importance of confidentiality and law regarding Safeguarding of Children.		√
Personal Qualities		
Ability to work with minimum supervision using personal initiative.	√	
Ability to build relationships with church office-bearers and the wider congregation.	√	
Ability to work collaboratively and contribute to effective team working.	√	
Interested in the life of the congregation and the local community.	√	

Informal enquiries may be made to Rev Anne Paton Tel: 01355 220732
 Email - apaton@churchofscotland.org.uk