

Mantua Center Christian Church

Mantua, Ohio

Open Minds, Open Hearts, and Open Arms



Position:	Church Secretary, part-time (4-6 hours/week)
Reports To:	Board Chair and Pastor
Skills Desired:	Demonstrated proficiency with Microsoft Word, Excel, Powerpoint, and Google Docs/Drive. Ability to create, prioritize and organize various forms of communication (Voicemail, email, letters/mail, reports, bulletins, newsletters, etc.).
Traits:	Organized, Dependable, Flexible, Creative, Patient
Vacation:	Four Sundays a year (non-holiday)
Pay:	\$188 every two weeks

Statement of Purpose:

This position is a form of ministry within our congregation. The Secretary is the hub of communication, working to facilitate timely and effective communication and connection within the congregation and with the wider community as needed. An additional purpose is to maintain and organize services and supplies in direct support of various ministries. The secretary should understand and support the mission and culture of Mantua Center Christian Church (MCCC): <http://www.mantuacentercc.org/about.htm> , as well as our denomination, The Christian Church Disciples of Christ: <http://disciples.org/our-identity/>.

Direction and Support:

The secretary receives direction primarily from the elected Board Chair and Senior pastor. The secretary also supports the work of the Associate Pastor, Board Vice Chair, Elders, Worship Committee, Treasurer and other ministry leaders. The secretary will receive support from all these leaders, as well as the entire congregation in accomplishing tasks of all the ministries of the church. Mantua Center Christian Church provides a supportive and caring environment for the staff and volunteers.

Time Commitment:

Approximately 4 to 6 hours per week, see details below.

DAILY

- Monitor web-based emails and send mass emails as appropriate. Update email addresses as well as additions and deletions to the distribution lists as requested.

AS NEEDED

- Respond to emails and telephone calls from MCCC members about church activities.
- Prepare special bulletins and/or inserts as needed for special church services, memorial services, community ecumenical services, church activities, sign-up sheets, etc.

WEEKLY

- Gather information from different sources and prepare the weekly Sunday morning Worship Bulletin. Make copies, fold and distribute as necessary.
- Email the bulletin to the webmaster for posting on the church's website.
- Update the hymn board.
- Check oil levels in the candles and fill as necessary.
- Check pew supply of Offering Envelopes and replenish when necessary.
- Pick up the church mail at the Mantua Post Office* and distribute as appropriate.
**(Coordinate this task with the church Treasurers who also pick up the mail.)*

MONTHLY

- Prepare Church Board minutes from the previous month.
- Attend board meetings and record minutes.
- Monitor supplies of copy paper, office supplies, communion supplies and candle oil.

BI-MONTHLY or QUARTERLY

- Gather information from different sources and prepare The Grapevine newsletter. Distribute a PDF version via email to the Grapevine Distribution List. Copy, fold and send the remainder via US Mail.
- Manage updates to addresses of returned newsletters.

Typical Church Calendar

JANUARY

Events: "Un-decorating" the sanctuary after Advent season. *The date for this is determined and then organized by the Worship Committee Chair.*

Tasks:

- Set up files for the new fiscal/calendar year. (i.e., bulletins, newsletters, annual reports)
- Prepare minutes of the December Board meeting. Attend January meeting, record the minutes.
- Collect and compile Annual Reports from committee chairs for the previous fiscal/calendar year.
- Prepare a draft of the Annual Report to present to the Board for approval. Upon approval, publish the Annual Report both in electronic and print form and distribute to the congregation. Send electronic copy to the webmaster for posting on the church website.
- Begin to look at the dates for Lenten season and think about when you will need to have certain things ready. For instance, Ash Wednesday service, Easter flower order forms, Palms for Palm Sunday, etc. *You will finalize this schedule in February, but it's always good to take a look at the calendar in January – especially if Easter is early and falls in March instead of April!*
- Send approved minutes of December Board meeting to webmaster for placement on the website

Hints: Receiving all of the committee reports may take some nagging, prodding and reminders to the committee chairs. The Annual Report becomes an important, permanent piece of the history of our church, so it is important to record as much as possible about the life and ministry of Mantua Center Christian Church

FEBRUARY

Events: ***[Depending on when Easter falls]***

Ash Wednesday service

Lent begins – think about bulletin covers for Lent.

Tasks:

- Prepare minutes of the January Board meeting. Attend the February meeting and record the minutes.
- Prepare calendar of due dates for all of the Lenten and Easter events and services.
- Prepare newsletter for release before the beginning of the Lenten season.

- Prepare Easter flower order forms and plan to have them in bulletins for 2 to 3 Sundays prior to the order date deadline established by Burton Floral. They usually want all flower orders placed 10 days to 2 weeks prior to Palm Sunday so you'll have to work backwards and figure out when you need to distribute order forms so that people have a few Sunday's to get their orders and money in to you.
- Send approved minutes of January Board meeting to webmaster for placement on the website.

Hints: You'll need to keep the flower order forms in a file in order to prepare the acknowledgement page that will be inserted into the Easter Sunday morning bulletin. Mark "paid" on order forms that came in with payments and then give the payments to the Treasurers – indicating that the money is for Easter Flowers.

MARCH

Events: ***[Depending on when Easter falls]***

Palm Sunday
 Holy Week
 Good Friday
 Easter Sunrise Service
 Easter Morning Worship

Tasks:

- Prepare the minutes of the February Board meeting. Attend the March meeting and record the minutes.
- Place Easter flower order and Palm order for Palm Sunday.
- Work with Pastor and Worship Chair to determine service bulletins, sanctuary set-up and flower placement.
- Send approved minutes of February Board meeting to webmaster for placement on the website.

Hints: You'll need to go to Burton Floral the day before Palm Sunday to pick up the palms. You may need to assist the Worship Committee Chair in setting the palms in the sanctuary.

APRIL

Events: ***[Depending on when Easter falls]***

Palm Sunday
Good Friday
Easter Sunrise Service
Easter Morning Worship

Tasks:

- Prepare minutes of March Board meeting, attend April meeting and record minutes.
- Work with Pastor and Worship Chair to determine service bulletins, sanctuary set-up and flower placement.
- Check with the Pastor to see if there will be baptisms in the park. If so, call the Village of Mantua to reserve Pavilion #2 at Buchert Park for the Sunday chosen by the Pastor. The cost is \$20 and you will have to request a reservation form be sent to the church address. Fill it out and ask the Treasurers to cut you a check for \$20 and mail it with the reservation form.
- Send approved minutes of the March Board meeting to webmaster for placement on the website.

MAY

Events: Senior Recognition Sunday – led by the High School SS Teachers
 Music Appreciation Sunday

Tasks:

- Prepare the minutes of April Board meeting, attend May meeting and record minutes.
- Work with Pastor and Worship Chair to determine service bulletins, sanctuary set-up and flower placement.
- Check with the Pastor about baptisms in the park. If so, call the Village of Mantua to reserve Pavilion #2 at Buchert Park for the Sunday chosen. The cost is \$20 and you will have to request a reservation form be sent to the church address. Fill it out and ask the Treasurers to cut you a check for \$20 and mail it with the reservation form.
- Send approved minutes of April Board meeting to webmaster for placement on website.

Hints: When you speak with the Village of Mantua, we typically rent that pavilion from 9:00 AM to 1:00 PM but start the service at the park at 10:00 am instead of our regular 9:30 am worship time. Everyone is encouraged to bring lawn chairs and there is a potluck picnic lunch immediately following the baptism service. The actual baptisms take place in the Cuyahoga River which is next to the Pavilion.

JUNE

Events: Baptism Service at the River

Tasks:

- Wash baptism robes following baptism service and return them to the church.
- Prepare the minutes of the May Board meeting. Attend the June meeting and record the minutes.
- Check with the Pastor and/or the Board Chair to determine if a summer Board Retreat will take place in July. Begin any preparations necessary for that meeting.
- Send approved minutes of the May Board meeting to the webmaster for placement on the website.

Hints: If it is decided that a Board Retreat will take place, you will need to attend and take minutes. It is typically held on a Saturday in July.

JULY

Events: Possible Board Retreat

Tasks:

- Prepare the minutes of the June Board meeting. Attend the July meeting and record the minutes.
- Prepare any programs or materials required for the retreat.
- Attend the retreat and record the minutes of the board meeting.
- Send approved minutes of the June Board meeting to the webmaster for placement on the website.

Hints: You might want to ask the Board Chair and the Committee Chairs to start thinking about newsletter articles for the first newsletter following the summer break.

AUGUST

Events:

Tasks:

- Prepare the minutes of the July Board meeting. Attend the August meeting and record the minutes.
- Ask Pastor, Ministry Team Leaders, Committee Chairs and the congregation for articles, news notes, etc., for the September/October version of the newsletter.
- Publish a September/October Grapevine newsletter.
- Send approved minutes of the July Board meeting to the webmaster for placement on the website.

Hints: Now that the summer is over, school will soon be back in session, Sunday School begins in September and you begin to ramp up to the busiest part of the year which is the fall, heading into Advent Season. The more pre-planning, organizing, and Deadline setting you can do NOW – the better! Work closely with the Pastor and the Worship Committee Chair to get as much information as possible about the plans for the next 4 months.

SEPTEMBER

Events:

Sunday School Begins – Commissioning of the SS Teachers
Budget Committee begins work on next year's budget
Nominating Committee begins work on finding volunteers for the next year
Stewardship Committee begins planning for campaign
Advent planning begins
Baseball with the Babes

Tasks:

- Prepare the minutes of the August Board meeting. Attend the September meeting and record the minutes.
- Update the Sunday School brochure if necessary. Check with the leaders/teachers of the various SS classes to see if the description of their class is still accurate.
- Send approved minutes of August Board meeting to the webmaster for placement on the website.
- Check supplies of Advent candles and Luminary candles and order them now if needed. Check with the High School Sunday School Teachers about the luminary candles.

Hints: Continue to work closely with the Pastor and the Worship Committee Chair to get as much information as possible about the plans for the next 4 months.

OCTOBER

Events: Budget Committee working on next year's budget
Nominating Committee working on next year's list of servants
Stewardship Committee planning campaign
Advent planning well underway

Tasks:

- Prepare the minutes of the September Board meeting. Attend the October meeting and record the minutes.
- Send approved minutes of September Board meeting to webmaster for placement on website.
- Check with the Stewardship Committee Chair to see if you will need to prepare or insert any special materials into the bulletins during the Stewardship Campaign weeks.
- Prepare and distribute a November/December edition of the Grapevine newsletter which highlights all of the Advent activities at the church.

Hints: Begin to think about deadlines for ordering Poinsettias for Christmas. Work with the Worship Committee Chair on all Advent scheduling. We typically order our Christmas Poinsettias from Pochedly's Greenhouse on Pioneer Trail in Hiram. You will need to call Mike or Susanna at the end of October or beginning of November to determine sizes, colors, and prices. As soon as you have all of this information, prepare the Poinsettia order forms and determine how many Sunday's you'll need to have them inserted in the bulletins.

NOVEMBER

Events: Budget Committee finalizing next year's budget
Nominating Committee finalizing list of servants
Stewardship Campaign underway
Advent season [sometimes] begins in November

Tasks:

- Prepare the minutes of the October Board meeting. Attend the November meeting and record the minutes.
- Send approved minutes of October Board meeting to webmaster for placement on the website.
- Make sure you have all the supplies and materials you will need for the upcoming Advent season.
- Ask the Pastor and the Worship Committee Chair to share the "theme" of Advent season with you and discuss possible design ideas for the bulletin covers.

- Talk with the Worship Committee Chair at the beginning of November to set a date for decorating the sanctuary for the Advent season.

Hints: Be sure to insert the Poinsettia order forms in the bulletins for 2 or 3 Sundays prior to The deadline for placing the order.

DECEMBER

Events: Next Year's Budget is presented to Board and then Congregation for voting
Nominating Committee presents slate of officers/volunteers to Board and then to Congregation for voting
Stewardship Campaign concludes
Advent

Tasks:

- Prepare the minutes of the November Board meeting. Attend the December meeting and record the minutes.
- Send approved minutes of the November Board meeting to the webmaster for placement on the website.
- Place the Poinsettia orders and prepare the acknowledgement insert for the bulletin.
- With the assistance of the Worship Committee Chair, receive the Poinsettia delivery and decorate the sanctuary with the flowers.
- Prepare special bulletin for Christmas Eve Service.

Hints: Setting the Poinsettias: Arrange the Poinsettias on boxes and then drape them with whatever fabric you choose from the closet in the library (e.g., gold lame, lavender sheer, red cotton, etc.) You will also need to go to the church mid-week each week that the flowers are in the sanctuary to water them. They do not do well very long in the sanctuary because they are tropical plants and the church gets cold during the week when it's not in use. Do not have Poinsettias in the sanctuary for more than 2 Sunday's. They start to turn brown and look bad. People should be asked to please take their ordered Poinsettias home the last Sunday before Christmas Day. Not all of them end up going so you'll need to continue to nurse them along and water them occasionally until people pick them up.