15 — Church Secretary

*Mayflower Church Position Description | **15 — Church Secretary***

Staff Position

Role Summary

Purpose	Provide administrative support and coordination to the Senior Pastor and Board of Elders, managing church operations and communications.
Accountable To	Senior Pastor and Board of Elders
Term of Service	Ongoing; paid position
Selection Process	Hired by Servants Council
Time Commitment	25-30 hours/week

Qualifications

Church Member in good standing with strong administrative, organizational, and communication skills. Experience with church management systems and Microsoft Office preferred.

Key Responsibilities

- Manage church calendar, schedule meetings, and coordinate facility usage
- Provide administrative support to the Senior Pastor, including correspondence, scheduling, and information management
- Maintain contact information for all church members and regular attendees
- Prepare and distribute meeting agendas and minutes
- Coordinate communication with church staff, boards, and ministry teams
- Assist with membership records and database management
- Support hospitality and event coordination
- Handle office operations including phone, email, and general inquiries

Training & Support

Church management software training, administrative best practices, staff orientation

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A signed acknowledgment is required when a member accepts this role.

The source .docx (including signature block) is attached to this page.

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