



Immanuel Lutheran Church
School & Child Development Center

2055 Filer Avenue East ~ Twin Falls, ID 83301
Church / School 208-733-7820
Child Development Center 208-734-3420
Fax 208-735-9970 ~ Website: www.immanueltf.org

JOB DESCRIPTION FOR IMMANUEL LUTHERAN
CHURCH SECRETARY

JOB TITLE: Church Secretary
School Secretary

General Qualifications:

Work well independently, well organized, self-starter, able to multitask, able to prioritize, able to meet constant demands of the job while encountering multiple and frequent interruptions during the work day, strong keyboarding skills with computer competency and aptitude, particularly with Windows and Microsoft applications (Word, Excel, Outlook, and PowerPoint).

Church:

- Proof – read, and ready newsletter
- Take announcements for the church bulletin (Weekly and Special Service Bulletins)
- Create and proof church bulletins
- Assist in the maintenance of Church records (Record and track memberships)
- Prepare baptism and confirmation certificates
- Schedule Acolytes
- Schedule Elders
- Schedule Lay Readers
- Schedule Appointments for Pastor
- Post newsletter and bulletins on web page
- Create monthly church calendar with other Secretary
- Ready – Meeting Agendas/Minutes as needed for voters meeting or board meetings.
- File bulletins

This job would entail working 2-3 days a week 3-4 hours a day. The days would be Monday, Wednesday, and Thursday form 8:30-11:30. The pay will be \$9.00 per hour.