

St. Stephen's United Methodist Church

Church Secretary — Job Description

Reports To: Communications Director

Status: Part-Time (30 hours/week), Non-Exempt

Position Summary

The Church Secretary is the welcoming face and administrative hub of St. Stephen's, providing support to pastoral staff, ministry leaders, and the congregation while ensuring the smooth daily operation of the church office. The role oversees membership records, worship support, attendance tracking, and denominational reporting, and serves as the central point of communication between clergy, staff, volunteers, and church members.

This position calls for strong organizational skills, sound judgment, attention to detail, and the ability to manage multiple priorities while maintaining confidentiality. The Church Secretary represents the church with professionalism, integrity, and Christian hospitality, supporting St. Stephen's mission of making disciples of Jesus Christ for the transformation of the world.

Experience with Church Windows, Canva, Google Workspace, and similar administrative technologies is highly desirable. The individual should be able to work independently while collaborating effectively with clergy, staff, volunteers, and congregation members in a fast-paced ministry environment.

Key Responsibilities

- Serve as the first point of contact for visitors, members, and callers, providing gracious hospitality
- Manage the daily operation of the church office and maintain administrative systems
- Maintain membership and attendance records; prepare reports for church leadership and denominational requirements
- Provide administrative support for worship planning and Sunday services
- Coordinate communication between clergy, staff, volunteers, and the congregation
- Support ministry leaders with scheduling, correspondence, and general office needs

Qualifications

High school diploma required (associate's degree or college coursework preferred), with experience in administrative or church office work. Strong written and verbal communication skills, proficiency with Microsoft Office, and the ability to quickly learn church management software are essential.

The ideal candidate is highly organized and detail-oriented, able to manage multiple priorities and maintain strict confidentiality while working effectively with a diverse congregation.

Salary and benefits

\$33,750 per year. This position is eligible for health and retirement benefits in accordance with St. Stephen's Personnel Guidelines. 30 hours per week, Monday through Friday.

Applications

Submit your cover letter, resume, and references via email to office@ststephensfairfax.org addressed to Ed Baird of St. Stephen's UMC search committee.