COMMUNITY CHURCH
AT TELLICO VILLAGE

Church Secretary/Receptionist

Reports to: Administratively responsible to a Pastor and in his/her absence to his/her designee.

Supervised: Directly supervised by the Office Manager.

Full/Part-Time: Part-Time; 27 hours per week. (M T W Th F)

Hours: 9:00-4:00 with 1 hour lunch M-Th, 9:00 – 12:00 Fridays

General Job Description: Overview: Responsibilities:

- Answers phone calls and inquiries in the church office.
- Completes clerical tasks as necessary, including typing, filing, and copying.
- Creates, updates, and helps distribute church event calendar.
- Publication of Sunday service and special occasion worship bulletins.
- Maintains the schedule of information for weekly bulletins such as ushers, greeters, flowers, music, scripture readers, etc.
- Schedules office volunteers as needed.
- Updates weekly announcements for bulletin inserts.
- Prepares special inserts as needed.
- Assists in writing, editing, printing, and distributing the weekly church bulletins, monthly newsletters, and other publications as needed.
- Assists office manager with master data base updates (as needed).
- Coordinates outside facility use requests use.
- Sends out church mailings.
- Orders office supplies when necessary.
- Maintains orderliness and cleanliness of the office.
- Maintains inventory and record of home health equipment.
- Assist Director of Fine Arts Concert Series in publications/announcements and handling of tickets as directed.
- Additional secretarial duties as determined by the senior pastor.

Required Knowledge, Skills and Abilities

- Demonstrates ability to communicate information clearly and effectively on the phone and in person.
- Demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors to the office.
- Demonstrates ability to maintain confidentiality and discretion.

- Displays friendly and courteous demeanor while working with a range of personalities.
- Demonstrates strong computer skills and willingness to learn new software.
- Exhibits strong organizational skills.
- Displays attention to detail. (daily/weekly/monthly calendar and weekly bulletins)

Education and Experience

- Minimum of high school diploma required.
- Basic office work experience required.

Nov 2026