



PO Box 967

Folsom, CA 95763

Job Bulletin: Office Administrator/Church Secretary

Position Summary

The Office Administrator/Church Secretary provides administrative and organizational support to the Pastor and ensures the smooth operation of the church office and ministry functions. This position also includes responsibilities such as Department of Justice (DOJ), Keeper of records, and compliance coordinator. This is a full-time work from home position with minimal exceptions e.g. retrieving mail and arriving early for the church service to prepare the worship space. This position currently has an annual salary of \$32,900.00.

Key Responsibilities

General Administrative Duties

- Serve as Office Administrator, DOJ coordinator.
- Maintain effective communication among staff, ministry leaders, and congregants.
- Provide administrative support for worship, events, and church programs.

Weekly Duties

- Retrieve mail from the church P.O. Box.
- Deliver offering to the bookkeeper.
- Create and send the weekly newsletter.
- Create, print, and assemble: Sunday bulletins, message notes, inserts for events, and hymns.
- Check and restock office and worship supplies; order as needed.
- Respond to emails and phone calls in a timely manner.
- Arrive early for worship to help prepare the space and ensure readiness.

Monthly Duties

- Prepare and print new attendance sheets for the clipboard.
- Send previous month's attendance report to the Deacons.
- Create and print schedules for ushers, offering counters, readers for announcements and liturgy.
- Schedule and attend Administrative Committee Meetings on the 2nd Thursday of each month, send meeting reminders and Zoom link the Monday before.
- Update the website with current information and events.
- Check giving records for accuracy and discrepancies.
- Coordinate communion servers; ensure communion supplies are set up and available on the first Sunday of each month.
- Order communion supplies as needed.
- Design and print flyers or bulletin inserts for special events (Women's Ministry, Food Drive, etc.).
- Maintain DOJ certification and records compliance.
- Order seasonal supplies (e.g., Easter materials).
- Book additional worship spaces as needed (e.g., Good Friday, Christmas Eve services).
- Manage the Membership Photo Directory and ensure updates.
- Ensure Presbytery and EPC percentage of income payments are current.
- Support Nominating Committee processes and scheduling.

Qualifications

- Strong organizational, communication, and administrative skills.
- Experience with church office management preferred.
- Proficiency with office software (Word, Publisher, email platforms, Zoom, and website editing).
- Ability to handle confidential information with discretion.
- A collaborative and service-oriented spirit aligned with the mission of the church.

If interested, please email Stacy Trevor at the church office at stacy@hopefolsom.org and she will provide you with an application. If you have questions, you can email or call (916)-882-6006.