

ST PAUL'S ANGLICAN CHURCH, CANTERBURY

ROLE OF OFFICE SECRETARY

Pre-requisites.

1. Knowledge and experience with Publisher, Word, Excel, Powerpoint, Internet and Outlook Express.
2. Ability to take instructions.
3. Ability to work independently and as part of a team.
4. Pleasant manner, good communication skills.

Duties Include:

1. Preparation and typing of weekly pew sheet.
2. Preparation of literature for some church services.
3. Ordering of office stationery, photocopier toner, printer cartridges, coffee etc
4. Maintenance of registers such as baptism, wedding, confirmation and funeral.
5. Preparation of tickets, fliers etc for parish fund raising and social events.
6. Maintenance and updating of Parish Directory, Parish Roll and In Contact, in consultation with the vicar.
7. Preparation and formatting of Annual Report under instruction from the vicar.
8. Preparation of Publicity Fliers and advertisements for local newspapers and TMA as requested by the vicar.
9. General office duties including phone answering and typing as requested by the vicar.