



St. Mark's Episcopal Church, Fairland

12621 Old Columbia Pike, Silver Spring, MD 20904
(301) 622-5860

POSITION DESCRIPTION

Title: Church Secretary, Non-Exempt

Part-Time: 15 hours per week with flexible scheduling, including the opportunity to work remotely on some days. Five additional hours will be authorized in weeks when Vestry Meetings, the Annual Parish Meeting or other special projects require additional work.

Hourly Rate/Range: \$14.25 to \$17.50 per hour

Position Description:

Perform secretarial duties in accordance with the [guidelines of the Episcopal Diocese of Washington](#) and established in-house policies, using good judgment, self-direction, and minimal supervision. The individual is expected to act in accordance with the expectations listed below. This position reports directly to the Rector but coordinates closely with the Parish Administrator, Director of Music and other Lay Leaders as needed.

Secretarial Responsibilities:

- Assist Rector with preparing and filing all correspondence, prepare worship bulletins, memos, reports, church calendars, and schedules of a general and/or confidential nature in a timely manner.
- Maintain files of all Church records, documents, and correspondence.
- Compile information from Rector, Director of Music, lay leaders, and parishioners to publish weekly Sunday and Special Services Bulletins.
- Prepare and distribute weekly e-mail communications to parish distribution list(s) via MailChimp or other electronic means.
- Maintain e-mail distribution list(s) and update contact information as needed.
- Maintain a calendar of church events to coordinate space usage and share with Vestry monthly.

- Maintain an inventory of various church, building, and office supplies and order items as needed or requested.
- Receive and screen church calls and visitors during arranged office hours.
- Share appropriate church information with members and visitors as requested.
- Maintain confidentiality of individual members and the congregation.
- Regularly pick up, open, and screen incoming mail and distribute to appropriate persons. Maintain the current mailbox system with appropriately labeled mailboxes.
- Serve as appointed Parish Secretary of the Vestry, attend all Vestry meetings, either in person or remotely, and take and publish the minutes of each Vestry meeting.
- Prepare and distribute monthly meeting packet to Vestry members in advance of monthly meetings.
- Work closely with Rector, Parish Administrator, Director of Music, Wardens, and other ministry leaders to complete Annual Parish Report.
- Acting as appointed Secretary of the Vestry, attend Annual Parish Meetings and take minutes.
- Compile, copy and assemble bulk mailings to the parish as needed.

Experience Needed:

- More than one year of previous secretarial experience within the last five years.
- High school graduate (or GED) with a working knowledge of computer applications, especially Microsoft Word, Excel, PowerPoint, and Adobe Acrobat.
- Must be willing to attend workshops, webinars, and other training to enhance job performance.
- Must be capable of handling sensitive information and responding to confidential requests.
- Must be organized and attentive to details.
- This position supervises no one and directly reports to the Rector. However, this employee is expected to work well with lay leaders and other parishioners who may need information/documents or may share relevant information/documents.

Interested candidates should submit a cover letter and resume to administrator@stmarks-silverspring.org, by August 19, 2022.

St. Mark's Episcopal Church, Fairland is a Protestant Anglican Episcopal Church in the Episcopal Diocese of Washington, D.C. We are a diverse, multi-cultural, multi-generational community with a passion for serving Christ and our community. Our mission is grounded in Faith, Evangelism, Outreach, Fellowship and Participation in Worship.

St. Mark's is an equal opportunity employer. All applicants will be considered for employment without attention to ethnicity, race, color, national origin, veteran status, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, childbirth or related conditions, age, disability, genetic information, or any other factor prohibited by applicable law.