

# **Church Secretary**

Part Time (16 hours per week) First Congregational United Church of Christ Geneseo, IL

# Responsibilities include

Prepare a weekly printed & projected bulletin
Prepare and edit a weekly E-letter
Prepare and edit a monthly newsletter
Answer phone/be a welcoming presence in the office
Filing
Assist with Social Media
Various other tasks

# Helpful skills/ability to learn

Microsoft Office: Word, Power Point, Publisher, Excel, One Drive Other Platforms: MailChimp, Facebook, Media Shout

# Starting at \$16 per hour

June 1, '23 start

# For more information, contact

Pastor Stuart at PastorStuart1836@gmail.com or 864.624.7646

First Congregational United Church of Christ is an Open & Affirming congregation valuing independent thought and inclusiveness.

"God is still speaking,"

"No matter who you are or where you are on life's journey,

#### First Congregational United Church of Christ

319 South State Street; Geneseo, IL 61254

309 944 3389

Rev. Stuart Schoup, Interim / PastorStuart1836@gmail.com FccGeneseo.org / facebook.com/firstcongregationalchurchgen / youtube.com/channel/UCfp1gk-7cS70hx6-SY0G0Ww

# **Professional Church Secretary**

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### **Professional Church Secretary:**

The Professional Church Secretary Patricia McKenna Seraydarian, Patricia E. Seraydarian, 1990-03-01 The Church Secretary's Handbook Patricia E. Seraydarian, 1982 Church Administration Robert H. Welch, 2011 From the front desk to the back office a clear and thorough guide that helps pastors and church staff become effective and efficient leaders managers and administrators Second edition The Living Church ,1945 The Book of Discipline of The United Methodist Church 2016 United Methodist Church, 2016-12-21 The church is a community of all true believers under the Lordship of Christ It is the redeemed and redeeming fellowship in which the Word of God is preached by persons divinely called and the sacraments are duly administered according to Christ's own appointment Under the discipline of the Holy Spirit the church seeks to provide for the maintenance of worship the education of believers and the redemption of the world From the Preamble to the Constitution of The United Methodist Church The product of over 200 years of General Conferences of the denominations that form The United Methodist Church the Discipline is the current statement of how United Methodists agree to live together It acknowledges the past and addresses the future Updated through the actions of the 2016 General Conference the new Discipline includes a complete listing of bishops from Thomas Coke and Francis Asbury through the 2016 episcopal elections as well as a revised historical statement an expanded index and six parts The Constitution General Book of Discipline Doctrinal Standards and Our Theological Task The Ministry of All Christians Social My Role In The Local Church (Stay In Your Lane) Dr. Joseph Roosevelt Principles Organization and Administration Rogers, Sr., 2018-09-20 The book shares with its readers relevant and biblical insights as it relates to the ministries in the local church The Church is one and when this concept is implemented and applied the ministry will achieve its God given The Remington Registry of Outstanding Professionals Remington Registry, 2011-04 purposes The Book of Discipline of The United Methodist Church 2012 Marvin W. Cropsey, 2013-01-01 The Book of Discipline sets forth the plan by which we United Methodists govern ourselves It reflects our understanding of the Church and of what is expected of its laity and clergy as they seek to be effective witnesses in the world as a part of the whole body of Christ The Discipline includes our church Constitution our history our doctrinal standards and our mission to make disciples of Jesus Christ as well as practical processes through which our congregations connect and support each other to reach the world Administration Robert H. Welch, 2011-07-15 For churches and religious nonprofit operations the business of business is not business it is ministry Still such institutions have to make plans Because skilled organization is needed to accomplish specific tasks a leader must train and motivate workers in progress and effectiveness This second edition of Church Administration helps pastors and church staff become effective and efficient leaders managers and administrators Among the topics discussed are Administration Documents Organizing the Church Administering Personnel Resources Financial Resources Physical Resources and Administering Risk Management Writing for students as well as those already in this line of work

author Robert H Welch promises If you understand the tenants of general administration and the techniques of ministerial leadership your job will be made significantly easier Help! I'm a Pastor! Richard Stoll Armstrong, Kirk Walker Morledge, 2005-01-01 Richard Armstrong and Kirk Morledge present this practical guide for pastoral ministry offering counsel about a wide range of topics related to a pastor's professional ministry and personal life Topics include beginning a new ministry balancing one s personal life and ministry wrestling with conflict worrying about church finances and preaching This introduction to ministry can function as a textbook as well as an invaluable handbook or desk reference for pastors in the midst of congregational ministry Official Congressional Directory United States. Congress, 1985 and Ministry Dan Hotchkiss, 2016-01-14 Governance and Ministry has proven to be an indispensable guide for leaders and clergy on how to work together to lead congregations In this second edition veteran congregational consultant and minister Dan Hotchkiss updates the book to reflect today s church and synagogue landscape and shares practical insights based on his work with readers of the first edition Governance and Ministry highlights the importance of reaching the right governance model for a congregation to fulfill its mission to achieve both the outward results and the inward quality of life to which it is called Hotchkiss draws on governance research from business non profits and churches as well as deep experience in a variety of denominations and congregations to help readers determine the governance model that best fits their needs. The second edition has been streamlined and reorganized to better help readers think through leadership models and the process of change The book features new material on the implications of congregation size the process of governance change policy choices and the lay clergy relationship It also features two appendices with resources often requested by Hotchkiss s consulting clients a style guide for policy makers and a unified example of a board policy book Written with energy and humor and offering plenty of practical examples the second edition of this helpful resource is ideal for anyone involved in church leadership to assist in framing critical questions creating a vision and implementing a plan The A to Z of the Seventh-Day Adventists Gary Land, 2009-07-29 Covering the Millerite movement of the 1830s and 1840s sabbatarian Adventism prior to organization of the denomination and the Seventh day Adventist Church since its organization in 1861 63 this volume provides a comprehensive history of the denomination The first major element of the book is a chronology of Adventist history that begins with William Miller's conclusion in 1818 that the Second Advent of Jesus would occur about 1843 and extends through the Science and Theology Conferences of 2002 04 The interpretive introduction that follows places the emergence of Adventism within the context of the Second Great Awakening describes the development of sabbatarian Adventism from its early opposition to church organization to its highly institutionalized and bureaucratically structured contemporary form and examines the denomination's geographical expansion from a small North American sect to a global church The dictionary entries that constitute the bulk of the volume address individuals organizations institutions and doctrines that have been important in the history of the church including dissident movements and individuals who have

emerged as critics of the denomination and its beliefs Second there are entries on the development and current situation of Adventism in many individual countries Finally thematic entries on such subjects as art music literature health care and women address other elements important to understanding church life The dictionary entries are followed by a bibliography of scholarly and popular works published by the denomination commercial and academic presses and individuals and organizations The a to Z of the Seventh-Day Adventists Gary Land, 2009-07 Covering the Millerite movement of the 1830s and 1840s sabbatarian Adventism prior to organization of the denomination and the Seventh day Adventist Church since its organization in 1861 63 this volume provides a comprehensive history of the denomination **Managing Church Conflict** Hugh F. Halverstadt, 1991-01-01 In this instructive book Hugh Halverstadt advocates a Christian vision of shalom for an ethical process of conflict management He shows how respectfulness assertiveness accountability and a focus on the larger common good should all serve as Christian behavioral standards The book is ideal for addressing ministries church systems and other nonprofit organizations in conflict Church Administration, 3rd Edition Robert H. Welch, Jody Dean, 2025-09-15 In the third edition of Church Administration Robert Welch and Jody Dean provide an in depth and thorough guide to the organization of the church and administration Forming and Enriching Professional Support Groups for Church Secretaries Steven W. Klipowicz, 1993-02-01 Publication ,1994 **Cumulative List of Organizations Described in** Section 170 (c) of the Internal Revenue Code of 1954 United States. Internal Revenue Service, 1995 Leadership Handbook of Management and Administration James D. Berkley, 2008-01-01 This substantial resource offers pastors and church leaders practical insight into the daily issues of running a church Conceived and compiled by the editors of Leadership journal this book covers the full spectrum of ministry practice Readers will learn about perennial topics such as time management negotiating the terms of a call handling crisis and conflict hiring and managing staff conducting special fund drives spending church money and dealing with tax and law considerations This revised and expanded edition of a proven ministry resource contains new contributions from prominent ministry leaders Contributors include Leith Anderson Rick Warren Brian McLaren Luis Palau John Ortberg Aubrey Malphurs and many others

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