

Wanted
Part Time Secretary
First Congregational United Church of Christ
110 E Hancock Street
New London, WI 54961

Job Summary: We are seeking an organized and detail-oriented Church Secretary to help provide administrative support to the church staff. The successful candidate must be able to work independently and be a team player with the ability to be highly confidential.

Reports to: Pastor, Facilities /Operations Manager and Council

Key Responsibilities:

- Answer and direct incoming calls and inquiries promptly and courteously, creating a positive and professional impression to visitors, members and friends of the church.
- Responsible for the timely production of the weekly worship bulletin, monthly church newsletter, the weekly electronic worship format and songs on Media Shout.
- Maintain and update office files and records weekly, monthly and annually.
- Maintain and manage inventory of office and religious supplies along with keeping the office machines functional.
- Assist with daily office operations, including handling mail, financial record keeping, ordering supplies, keeping church calendars and schedules, key communication to committees and leadership personnel.

Qualifications:

- High School Diploma or equivalent. Higher Education and Technical College training in Office Administration and technology preferred.
- Proven administrative experience is favored.
- Excellent organizational skills, time management and problem-solving skills needed.
- Strong written and communication skills.
- Ability to handle confidential information with discretion.
- Familiar with various technology platforms including Microsoft Word, Excel, Windows 10, WordPress for websites, PowerPoint, Publisher, Media Shout, QuickBooks, and on-line banking tasks.
- Experience with church processes and an understanding of religious concepts, the Bible and scripture related verse.

Base Pay: Hourly wage \$21.00 for 13.5 hours weekly 8:00am-12:30pm
Three mornings per week: Monday, Wednesday, Thursday (can be flexible)

How To Apply: Please email a letter of interest, resume and references to:
Lois Cuff at cufflois@gmail.com by October 1, 2025