



Church Secretary

St. John's United Church of Christ, Union, Illinois, is seeking a qualified candidate for Church Secretary.

We are an Open and Affirming congregation, and we welcome into the full life and ministry of the church persons of every race, culture, gender and sexual orientation, gender identification, age, physical ability and economic status.

Role and Responsibilities

The Secretary manages the records and communication with the Church Membership, Pastor, Church Council Leaders, Financial Secretary, and those hired to do work on behalf of the church. The secretary reports to the Pastor. Below is a partial list of duties:

Record births, deaths and other church events in appropriate ledgers.

Maintain church directory

Mail newsletters, bulletins as necessary, email weekly bulletin, announcements and events

Create sign-up sheets for special events as necessary

Make sure lector and communion duties are fulfilled

Look after church supplies – post/email needed items. This includes office supplies. Purchase as necessary and submit receipt for reimbursement

Review bulletin and print, weekly

Check church email, archive or forward emails to appropriate staff. Emails are to be forwarded and archived– not deleted

Pick up mail on a weekly basis. Place in appropriate bins (Pastor, treasurer, council president, other)

Take care of plants & flowers in sanctuary

Answer phone, check voicemail messages and pass along to the appropriate staff

Assist Pastor as needed/requested and maintain mutual work hours with pastor (at least 2 hours per week)

Maintain key roster

Assure security of sensitive information

Change outdoor sign on a regular basis

Create and send out thank you notes as necessary – memorials, etc. (names and addresses to be provided to secretary)

Light cleaning duties – such as checking church pews (papers left behind, communion cups, etc.), organizing area, light tidying.

Filing duties

Update Facebook site on a regular basis

Update and post to church website

Change/update sign in the back of the sanctuary

Qualifications

High School diploma or GED

Proficient with the use of Microsoft Office, Google and basic website tools

Familiar with the operation of office equipment

Able to prioritize work assignments and work without supervision

Exceptional written and verbal communication skills

Friendly and professional demeanor

Commitment to confidentiality

Salary

\$15.50 per hour, 5-8 hours per week

Contact

Please submit a resume and/or letter of interest to both Pastor Karch and Bernadette Chvoy, bmhchvoy@gmail.com, revkarch@gmail.com by August 7, 2026

PO Box 401, Union, Illinois, 60180 (815) 923-4203