

## **Prince of Peace Sturgeon Bay, WI** **Church Secretary - Full Position Description**

The position of Church Secretary is a very special ministry in a church setting. The person in this position is on the front lines of this ministry, frequently functioning as a key ambassador of Prince of Peace as the first person the public interacts with.

The person selected for this position should be someone who truly feels "called to Christian service", with strong office management skills and personal beliefs in line with the Prince of Peace Statement of Faith as outlined in Appendix A.

**HOURS:**        Approximately 21 hours per week with some flexibility.  
                         Tuesday - Thursday, 9:00 AM to 3:00 PM & Friday 9:00 AM to 12:00 PM.

**COMPENSATION:**    **Market Level Commensurate with Experience**

### **REQUIRED QUALIFICATIONS:**

- A Christian with beliefs in line with POP's Statement of Faith
- Office Management or equivalent office work related experience
- Strong computer skills with a solid working knowledge of Microsoft Office, PowerPoint and Google Drive for file storage with the ability to learn Easy Worship, MailChimp, our congregation software..
- Very strong organizational skills
- Excellent written and verbal communication skills.
- Familiarity with or a willingness to manage social media accounts.
- Ability to maintain confidentiality regarding personal and financial matters.

### **PREFERRED QUALIFICATIONS:**

- Associate degree or equivalent office work related experience
- Experience with converting paper files into Electronic File storage.
- Familiarity with or a willingness to manage the POP website
- Basic Project Management experience (ability to multitask and prioritize work to meet deadlines)

## **JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

### **CHURCH ADMINISTRATION**

- Assist in preparation of weekly bulletin for worship and special services.
- Prepare and distribute weekly church newsletter.
- Assist in preparation of weekly announcements and order of worship in EasyWorship.
- Submit weekly service to cable access channel.
- Ensure that live stream is prepared for the church YouTube channel.
- Establish and maintain a master program and facilities calendar as well as manage usage of the facility by outside groups.
- Maintain schedule for special services (i.e. baptisms, weddings and funerals)
- Maintain an accurate, up-to-date physical and digital database of church members and church directory.
- Provide letters of transfer/release upon request.
- Process and record all official acts.
- Willingness to take on additional ad hoc tasks as needed.

### **CLERICAL**

- Receive incoming calls/mail/email and return calls/email as needed. Post outgoing mail.
- Submit church advertising to news media as needed.
- Ensure that office files are up-to-date and organized and that office equipment is clean and well-maintained.
- Maintain records of all contracts, leases, and licenses.
- Update Electronic Variable Sign media library, slides, playlists and schedules as outlined in the [POP User Guide](#).
- Open the church building during normal office hours.
- Order supplies as necessary for the office, coffee house, community dinners, cleaning, communion, and altar.
- Provide appropriate clerical assistance to other staff members, committees and volunteers upon request, including assistance in promoting upcoming church events through emails or other correspondence.

## **GENERAL ASSISTANCE**

- Greet and offer assistance to members, visitors, and service personnel.
- Communicate effectively and maintain appropriate confidentiality when listening and responding to their concerns/questions.
- Coordinate with volunteers to ensure appropriate coffee and refreshments are available in the coffee house during open hours.
- Assist church leaders with special projects and events upon request, including Thrivent Action Teams.
- Work with church leaders and committees to carry out the ministry of the church.
- Always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teaching ability and accountability.
- Able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Willing to seek new information, training, and resources as needed.

Questions regarding this position can be directed to the Hiring Committee C/O [pastor@princeofpeacesb.com](mailto:pastor@princeofpeacesb.com)

To apply, please submit your cover letter and resume to: Hiring Committee C/O [pastor@princeofpeacesb.com](mailto:pastor@princeofpeacesb.com), Mailed to address below or dropped off in the church office.

By: **September 16th**

**Prince of Peace Lutheran Church – LCMS**  
**1756 Michigan Street**  
**Sturgeon Bay WI, 54235**  
**Phone: [920.743.7750](tel:920.743.7750)**

## Appendix A

### **Prince of Peace Statement of Faith**

#### **Overview**

With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

Our congregation accepts and teaches Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teaching of Luther and the reformers can be summarized in three short phrases: Grace alone, Faith alone, Scripture alone.

#### **Grace alone**

God loves the people of the world, even though they are sinful, rebel against Him and do not deserve His love. He sent Jesus, His Son, to love the unlovable and save the ungodly.

#### **Faith alone**

By His suffering and death as the substitute for all people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life that it offers. God creates faith in Christ and gives people forgiveness through Him.

## **Scripture alone**

The Bible is God's inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

The word "Synod" in The Lutheran Church—Missouri Synod comes from the Greek words that mean "walking together." It has rich meaning in our church body, because the congregations voluntarily choose to belong to the Synod. Diverse in their service, these congregations hold to a shared confession of Jesus Christ as taught in Holy Scripture and the Lutheran Confessions.

The congregations of the Synod are "confessional." They hold to the Lutheran Confessions as the correct interpretation and presentation of Biblical doctrine. Contained in *The Book of Concord: The Confessions of the Evangelical Lutheran Church*, these statements of belief were put into writing by church leaders during the 16th century. (The simplest of these is Luther's Small Catechism). The Augsburg Confession gives more detail on what Lutherans believe.

Adapted from *A Week in the Life of The Lutheran Church—Missouri Synod*, copyright 1996, Concordia Publishing House.

## **The Lutheran Confessions**

The Lutheran Church—Missouri Synod accepts the Scriptures as the inspired and inerrant Word of God, and subscribes unconditionally to all the symbolical books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God. We accept the Confessions because they are drawn from the Word of God and on that account regard their doctrinal content as a true and binding exposition of Holy Scripture and as authoritative for all pastors, congregations and other rostered church workers of The Lutheran Church—Missouri Synod.