

**HOLY TRINITY EPISCOPAL CHURCH  
CLEMSON, SOUTH CAROLINA  
POSITION DESCRIPTION – Parish Secretary**

**Summary of Position**

This individual is responsible for parish print and electronic communications, general receptionist responsibilities, and other occasional tasks that may arise. The position requires a welcoming and accommodating demeanor, attention to detail, flexibility, and an ability to deal with the unexpected.

**Accountability**

Reports to the Parish Administrator

**Responsibilities**

*Print and Electronic Communications*

- Produces the weekly service bulletin, including necessary inserts as well as HT Notes/Constant Contact
- Produces bulletins for special services, such as Christmas, Easter, and funerals
- Oversees the production and distribution of the monthly newsletter *Tempo*
- Assembles parish wide mailings
- Maintains and updates information on website, master calendar, and all other media
- Serves on the parish Communications Committee
- Holds responsibility for publishing the church membership directory

*Receptionist*

- Greets and assists visitors with business in office (in person, on phone or via email)
- Assists parishioners and committee members in their work related to parish ministry
- Responds to phone requests from general public
- Remains open to occasional flexible hours

*General Office Administration*

- Communicates with and assists the parish administrator with various tasks as necessary, in particular with the computer membership database
- Maintains records of all baptisms, confirmations, marriages, and burials
- Recruits and coordinates office volunteers; maintains volunteer resource manual
- Reviews and responds to weekly visitor requests for information on the parish
- Supports efforts needed in administration of parking revenue
- Participates in weekly staff meeting
- Helps to coordinate the activities of various ministry groups (such as altar guild, lectors, ushers, choirs, youth) especially by managing the church resource calendar
- Assists rector with routine office duties on occasion

**General Qualifications**

- Respect for Holy Trinity as a place of worship
- Welcoming, open, and helpful manner

- Neat and presentable appearance
- Respect for confidentiality of information
- Ability to work with a variety of personalities in a flexibly structured environment
- Good communication skills
- Ability to work independently and with others to set and accomplish goals
- Attention to detail

**Specific Qualifications, Education, and Training**

- Complete an Episcopal Safe Church Training Seminar and all mandated background checks before starting employment
- Demonstrate proficiency in Microsoft Word, Microsoft Publisher, Microsoft Excel, Google Calendar, Social Media Platforms and Constant Contact