

Zion Evangelical Lutheran Church of Saddle River, NJ

**96 E Allendale Rd.
Saddle River, NJ 07458
201-327-0655 info@zionsr.org**

Job Title: Church Secretary / Administrative Assistant

Position Summary

The Church Secretary serves as the primary administrative support for the church, helping ensure smooth day-to-day operations. This role is often the first point of contact for members and visitors, requiring a welcoming presence, strong organizational skills, and discretion in handling confidential information.

Key Responsibilities

Administrative Support

- Provide administrative support to the Pastor, staff, and Church Council
- Maintain the congregation's master calendar
- Answer phones, respond to emails, and handle voicemails
- Greet visitors in a friendly, hospitable manner
- Prepare and distribute weekly and monthly communications (bulletins, newsletters, emails)
- Order office supplies and equipment
- Collect mail from the street mailbox and lock box
- Handle correspondence as needed by the Pastor and Church Council.

Worship Support

- Prepare weekly worship and special bulletins (e.g., funerals, weddings, and baptisms), including printing them and placing them in the Church Narthex.
- Coordinate with the Pastor, music director, and worship leaders to ensure accurate liturgy, readings, and announcements.
- Assist the Pastor in preparing for baptisms, funerals, and weddings by contacting families and obtaining all required information.

Membership & Sacramental Records

- Aide in maintaining accurate records of baptisms, confirmations, weddings, funerals, and membership changes.
- Aide in preparing reports for the congregation and for annual reporting.
- Keep confidential pastoral and membership information secure.

Outreach Support

- Help communicate about ministry opportunities, service projects, and congregational life
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Qualifications

- Strong organizational and time-management skills
 - Excellent written and verbal communication skills
 - Proficiency with Microsoft Office and Google Workspace
 - Ability to maintain confidentiality and handle sensitive information
 - Friendly, welcoming demeanor and strong interpersonal skills
 - Experience in a church or nonprofit setting
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Work Environment

- Part-time (approximately 5 hours per week)
 - Schedule is flexible, but weekday work hours are preferred.
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Reports To

- Pastor, accountable to the Church Council