

Colesville United Methodist Church
52 Randolph Road, Silver Spring, MD 20904
CHURCH SECRETARY

January 20, 2026

JOB PURPOSE

The Church Secretary is a part-time position which supports efficient operation of designated functions (or job duties) for the church by appropriately informing and responding to requests of the Pastor and staff; and assisting church volunteers in their coordination of activities related to those designated functions.

The position is responsible for organizing, and/or performing all the secretarial activities that facilitate the smooth running of the church. The required results may be accomplished by interfacing with the congregation, staff and community and maintaining office systems and equipment.

SCOPE

The Church Secretary is required to know and follow church policies and procedures and be accountable for responsibilities that affect the church's image as a community of faith. The individual in this position reports directly to the Pastor and is required to have effective people skills as well as communication and secretarial skills, in order to ensure a professional environment is maintained for the congregation, staff and others who have contact with the church. This is a part-time position, with responsibilities that require 20 hours per week.

JOB DUTIES

Support the work of the Pastor and operational procedures established by the Board of Trustees, by performing clerical work for the Pastor and responding to or forwarding to appropriate members or staff inquiries from telephone, email or other electronic means; developing a system to maintain documents/reports; summarizing reports in accordance with church guidelines and/or instructions from the Pastor; and providing support services in the coordination of Charge Conference-related documents.

Inform the Pastor of significant developments occurring during the Pastor's absence from the office and matters concerning the operations of the church that may require the Pastor's attention.

Prepare the weekly worship bulletin and other correspondence that informs the congregation of church plans and developments as requested by the Pastor.

Maintain the church calendar and directory and coordinate with the website volunteer to provide information for the church website.

Address and coordinate requests received from church leaders and from the public for use and our rental church property.

Oversee and carry out procedures to manage correspondence and requests, design/maintain filing systems, monitor the work of office volunteers and/or interns, maintain inventory control, manage the use of office equipment and supplies, and work with vendors.

Assist designated church leaders in carrying out procedures for filing and retention, protection, retrieval, transfer and disposal of records, including Safe-Sanctuary, in accordance with church policy.

Assist the Pastor by monitoring the attendance/time recordkeeping of CUMC staff under the supervision of the Pastor.

Respond to general requests from the congregation by making appropriate referrals or setting appointments.

Attend evening church meetings when possible to support the work of this office or at the request of the Pastor.

General Qualifications

The person occupying this position must:

- be committed to Christ and have a strong trust in God for guidance and leadership;
- be willing to learn (if necessary) and uphold the polity of the United Methodist Church;
- uphold a strict policy of confidentiality and discernment as it relates to both oral and written communications and comply with the Safe Sanctuary policy;
- demonstrate strong organizational, oral and written communication skills and attention to detail; and
- demonstrate leadership skills as well as the ability and willingness to work well with church staff and volunteers, communicate with and establish relationships with diverse people inside and outside the church walls

CUMC is an equal opportunity employer

Direct Questions to: Rev. Dr. Michael Armstrong, Church Office: (301) 384-1941

Direct cover letter and resume to: Chair, SPPRC
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