

Administrative Secretary

The Administrative Secretary serves as a welcoming and dependable presence in the regional office of the **Christian Church (Disciples of Christ) in Virginia**. This ministry of administration supports the shared work of the Region by coordinating communications, maintaining records, assisting with financial processes, and helping congregations, ministers, committees, and ministry partners stay connected and informed. The person in this role helps create an organized, responsive, and hospitable office environment that strengthens the ministries of the church across Virginia. The ideal candidate is organized, attentive to detail, discreet, and committed to supporting the mission and witness of the church through faithful administrative service.

Essential Responsibilities

Administrative Support for the Ministry of the Region

- Coordinate annual and recurring forms, reports, and mailings that support congregations, ministers, committees, and regional leadership across the Christian Church in Virginia.
- Maintain accurate and up-to-date records in regional databases, including congregational leadership updates, ministerial standing changes, directories, membership reports, and other information that helps the church stay connected and informed.
- Review submitted information with care, follow up graciously on needed corrections, and finalize entries in a timely and accurate manner.
- Support regional committees and ministry teams by preparing materials, tracking submissions, and coordinating schedules for meetings and discernment processes.
- Assist with the preparation of regional assembly materials, booklets, directories, and other resources that strengthen the shared ministry of the Region.
- Manage document workflows such as letter merges, registration records, leases, permits, insurance-related files, and annual compliance forms with accuracy and attention to detail.

Communication, Connection, and Hospitality

- Update and maintain regional website content so information is current, clear, and accessible for congregations, clergy, and ministry participants.
- Create, format, and distribute newsletters, posters, offering inserts, congregational mailings, and other communications that support the life and ministry of the church.

- Prepare and distribute correspondence, donation thank-you letters, notices, and outreach materials with professionalism, warmth, and clarity.
- Support print and digital communication efforts using office, design, and email distribution platforms.
- Receive, sort, and distribute incoming mail and assist with outgoing regional mailings in a timely and welcoming manner.

Financial Stewardship and Office Support

- Process invoices accurately and in a timely manner, including coding, summary documentation, and routing for approval and payment.
- Prepare deposits, process checks, document cash receipts, and follow established banking and internal control procedures that support faithful stewardship of regional resources.
- Maintain account code spreadsheets and related financial reference documents with accuracy and care.
- Order office supplies and support general office operations so the regional office can serve congregations and ministries effectively.
- Coordinate routine administrative needs with vendors and service providers, including office equipment leases and related services.

Support for Gatherings, Camps, and Regional Ministries

- Coordinate registration setup and updates for camps, retreats, assemblies, and special events, helping ensure a smooth and welcoming experience for participants.
- Support Virginia Camping Ministry registration, background check, training, and documentation processes for counselors, volunteers, and staff.
- Monitor submissions for required forms and documentation, including health and medication forms where applicable, with care and confidentiality.
- Record and code registration payments for deposit and ensure participant data is updated across relevant systems.
- Assist regional ministries, including Disciples Women and other ministry groups, with retreat registrations, booklets, schedules, and related administrative support.
- Support annual processes such as ordination scheduling, insurance renewals, permits, and other time-sensitive responsibilities that sustain the ministry and operations of the Region.

Qualifications

- High school diploma or equivalent required; associate degree or additional training in office administration, communications, bookkeeping, ministry administration, or a related field preferred.
- Experience in administrative support, office coordination, records management, or church/nonprofit administration preferred.
- Strong written and verbal communication skills with the ability to interact graciously and professionally with clergy, congregational leaders, ministry volunteers, and community partners.
- Excellent organizational skills, attention to detail, and ability to manage recurring deadlines and multiple responsibilities throughout the church year.
- Proficiency with office software, databases, email platforms, website content updates, and digital publishing tools.
- Ability to handle confidential information with professionalism, sound judgment, discretion, and integrity.
- Appreciation for the mission of the church and the ability to support ministry through dependable administrative service.
- Experience with financial processing, mailings, event coordination, and data entry preferred.

Core Competencies

- Dependable administrative support and follow-through
- Accuracy in records, reporting, and data management
- Warm, professional, and gracious communication
- Financial care and stewardship
- Hospitality and service in support of events, retreats, and camps
- Time management and wise prioritization
- Collaboration with staff, clergy, committees, and ministry partners
- Adaptability in a mission-driven regional church environment

Work Environment

This position serves in the regional office of the Christian Church (Disciples of Christ) in Virginia and involves regular interaction with staff, ministers, congregations, committees, vendors, campers, families, and ministry participants. The role includes weekly, monthly, quarterly, annual, and seasonal responsibilities and may require flexibility during busy periods of registration, regional gatherings, assemblies, and camp ministry. In all aspects

of the work, this position helps foster an organized, responsive, and hospitable office that supports the shared ministry of the church.

This position may be structured as a deployed role within the Region of Virginia, depending on ministry needs and organizational priorities. Familiarity with and commitment to the mission, ministry, and values of the Christian Church (Disciples of Christ) in Virginia is strongly preferred, and applicants should be prepared to support the ministries of the Region in a manner consistent with its mission and witness.

Job Posting: Administrative Secretary

The Christian Church (Disciples of Christ) in Virginia is seeking a faithful, organized, and hospitable Administrative Secretary to support the shared ministry of the Region. This role offers an opportunity to serve congregations, clergy, ministry leaders, and regional programs through dependable administrative support, gracious communication, and careful stewardship of information and resources.

Position Overview

The Administrative Secretary serves as a welcoming and dependable presence in the regional office and helps sustain the ministries of the church across Virginia. This position supports communication, recordkeeping, financial processes, event coordination, and office operations, helping the Region remain organized, responsive, and connected. The person in this role will work closely with staff, ministers, congregations, committees, and ministry partners in support of the mission and witness of the church.

Key Responsibilities

- Support regional communications, mailings, newsletters, and website updates.
- Maintain accurate records, directories, reports, and database information for congregations and ministers.
- Assist with financial processing, deposits, invoices, and general office administration.
- Provide administrative support for regional assemblies, retreats, camps, and ministry events.

- Welcome and assist staff, clergy, congregations, volunteers, and ministry participants with professionalism and hospitality.
- Help sustain an organized and responsive office that supports the shared ministry of the Christian Church in Virginia.

Preferred Qualifications

- Experience in administrative support, office coordination, church administration, or nonprofit administration.
- Strong communication skills and the ability to work graciously with clergy, congregational leaders, volunteers, and community partners.
- Excellent organizational skills, attention to detail, and the ability to manage multiple responsibilities.
- Proficiency with office software, databases, email systems, and digital communication tools.
- Integrity, discretion, and a commitment to supporting ministry through faithful administrative service.
- Familiarity with and commitment to the mission, ministry, and values of the Christian Church (Disciples of Christ) in Virginia is strongly preferred.

Position Details

This position may be structured as a deployed role within the Region of Virginia, depending on ministry needs and organizational priorities. The role includes regular interaction with staff, ministers, congregations, committees, vendors, families, and ministry participants and may require flexibility during busy periods of registration, assemblies, retreats, and camp ministry.

How to Apply

Please submit your resume, cover letter, and any additional application materials to [insert contact name or email]. Applications will be reviewed beginning [insert date] and will continue until the position is filled.