



Portage Lake United Church

PRESBYTERIAN CHURCH (USA) & UNITED CHURCH OF CHRIST

1400 East Houghton Avenue, Houghton Michigan 49931
www.PLUC.org office@pluc.org (906)482-5224

Rooted in the Trinity. Growing in God's Word.
Branching out to those in need. Nourished by many waters.

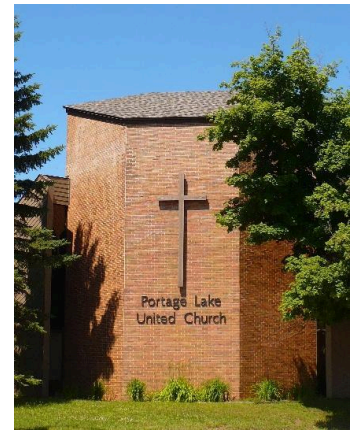
Job Listing: Church Secretary

Part-time | Up to 20 hours/week | Pay based on experience

Portage Lake United Church is seeking a friendly, organized **Church Secretary** to support the daily operations of our community-focused congregation. This role is ideal for someone who enjoys helping people, managing details, and keeping an office running smoothly.

Key Responsibilities

- **Support Overall Mission** by assisting the Pastor and Consistory with various administrative tasks.
- **Congregational Communication:** Be a positive, helpful presence managing office operations: reception, phone, mail, email, filing.; Facilitate "Helping Hands" ministry. Prepare weekly emails, newsletters, and updates for church website, etc.
- **Worship Service Support:** Prepare, edit, and print weekly bulletins; record attendance; coordinate worship volunteers.
- **Church Recordkeeping:** Prepare agendas, minutes, reports, and official recordkeeping; with the financial secretary, maintain financial giving records.
- **Facilitate Building Use:** Manage church calendar and building use; ensure facility security; order office, building and worship supplies.
- **Other duties as assigned.**



Qualifications

- Willingness to authentically support the mission and ministry of the congregation.
- High school diploma required.
- Prior office/secretarial experience preferred. Proficiency in Google Workspace (Gmail, Docs, Sheets, Drive) and general office equipment.
- Strong organizational, interpersonal, and written communication skills.
- Ability to work independently, maintain confidentiality, and manage multiple priorities

Additional Information

- Reports to the Pastor and Consistory
- Generous vacation, sick leave, and holidays.