

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. Title of position Secretary to the Bishop

2. Classification Support Staff

3. Supervisor Bishop

4. Responsibilities

a. Overall purpose of position

To provide administrative support to the Bishop of the Indiana Area

b. Essential functions

- 1) Answers and screens telephone calls
- 2) Greets visitors
- 3) Refers requests from laity to meet or speak with bishop to executive assistant
- 4) Opens, screens and prioritizes mail (including e-mail)
- 5) Listens to and prioritizes voice mail
- 6) Composes, prepares and mails or e-mails correspondence
- 7) Schedules bishop's appointments
- 8) Meets with bishop weekly to go over calendar for upcoming weeks
- 9) Maintains bishop's meeting and preaching calendar
- 10) Coordinates meetings
- 11) Maintains files for confidential personnel matters, correspondence, minutes and other items
- 12) Makes travel, lodging and meeting arrangements
- 13) Prepares a folder for each appointment and meeting that includes any correspondence related to the appointment or meeting and any other materials (directions, etc.) that will help the bishop prepare for the event
- 14) Coordinates details of bishop's preaching events, including Bishop's Blessing, bio of pastor, statistics for the church, map and directions to the church and other details, such as how the bishop is to be attired and whether there will be baptisms, communion or meals
- 15) Accompanies bishop to annual conference to provide transportation and other support
- 16) Tracks retirements and transfers for annual conference
- 17) Keeps a list of birthdays and anniversaries of district superintendents, conference leadership, and key professional staff
- 18) Sends flowers or a plant to pastors and key staff when they have suffered a loss in their family or are hospitalized
- 19) Maintains archive of cabinet meetings

c. Occasional functions

Drives bishop to and from airport and occasionally tends to his home while he is out of town

d. Supervision of staff/volunteers (if any)

(none)

e. Workplace requirements

- 1) Available to work during regular posted hours
- 2) Must dress in business attire

f. Budget accountability

(none)

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a. Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b. Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c. Excellent grasp of Microsoft Windows and Microsoft Office
- d. Ability to type 60 wpm
- e. Good working knowledge of the Internet and be able to use it for research
- f. Ability to work unsupervised
- g. Familiarity with standard office practices, including formatting and typing correspondence
- h. Ability to communicate clearly verbally and in writing
- i. Self starter
- j. Ability to balance several tasks at one time

6. Additional comments that may aid in describing the work of this position

Must be able to maintain strict confidentiality in all matters overheard and discussed in the office