



777 S. Highway 92, Sierra Vista, AZ 85635
Sierra Vista, AZ 85635-4328

Job Description: Bulletin Secretary

Purpose: To edit and publish the church bulletin each week, with input from the worship coordinator, music coordinator, Sabbath School superintendent, scheduled speaker and other church leaders.

Department: Church Operations

Term of Service: One year two years open ended

Brief Description of Job/Position:

- Edit and publish the weekly church bulletin.
 - Obtain worship service information from worship coordinator monthly and clarify as needed.
 - Post schedule on bulletin board in church office.
 - Obtain weekly worship service information from the scheduled speaker, including sermon title, selected hymns and scripture.
 - Monitor speaker schedule kept in the church office.
 - Obtain weekly worship service song leader and musician(s) information from music coordinator.
 - Obtain Sabbath School information from Sabbath School superintendent.
 - Verify adult Sabbath School class teachers for scheduled classes.
 - Verify weekly adult Sabbath School class Bible study topic from the quarterly Bible Study Guide.
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 - Monitor the svsdabulletin@hotmail.com email for local and Arizona Conference weekly bulletin announcements, and Sabbath School and/or worship service changes. Delete or archive old messages.
 - Check bulletin secretary mail slot in church office for bulletin inserts and other communications.
 - Verify Sierra Vista, AZ sunset times online for inclusion in bulletin and “E-Bulletin” email.
 - Check Arizona Conference Offering Schedule and include information each week.
 - Coordinate “Book of the Month” announcements with church librarian.
- Upload weekly bulletin to the church website.
- Create, edit and send out blanket email with link to “E-Bulletin” every Friday.
 - Update “E-Bulletin” email addresses as needed.
- Send link to “E-Bulletin” via text message to select individual(s), as requested.

- Print and fold paper copies of the bulletin every Friday, and include inserts as directed.
- Order bulletin stationery as needed.
- Upload church newsletters to the church website.
- Other duties as assigned.

Skillset Needed:

- Organizational skills and attention to detail.
- Proficiency in Microsoft Office, computer keyboard, and use of printer/copier.
- Ability to communicate effectively and take direction from others.
- Excellent comprehension of the English language, correct grammar and punctuation.
- Able to meet established deadlines.

Annual Budget: The annual budget is managed by the Treasurer with input from the department heads, Finance Committee, and the Church Board, with final approval by the Church Body in a business meeting.

Committee/Board Obligations: None

Reporting To: Office Manager

Church Board Approval: August 8, 2024