Administrative Assistant Job Description

Reports to: Pastor and council

Takes direction from: Pastor, Treasurer, and Executive Committee

Introductory Statements:

Our mission is, "Teaching the Word. Reaching the World."

We are a congregation whose core values seek changed lives through the power of the Holy Spirit by forming and sustaining life-long personal faith in God through Jesus Christ.
We implement this by engaging in cross-generational ministry and radical hospitality as it is revealed by God's Word, connecting to others within our congregation, our community, and the world.

Goal(s) of our congregation's administrative assistant needs:

This person provides administrative services and clerical support for the church office, other members of the church staff, committees and boards, and members in general.

However, in many ways, this person may very well be at the heart of the congregation's daily, weekly, monthly, and on-going ministry. In fact, given that much of the congregation's communication will cross the desk of the person filling this position, the qualifications and responsibilities of this position make up a significant part of half of our congregation's mission of "Reaching the World." As such, communication and organizational skills are not only needed merely for "completing the job;" those skills are vital for helping our congregation accomplish its mission.

Additionally, as some of our expressed values include "cross-generational ministry;" "hospitality;" and "connecting to others within our congregation, our community, and the world," we would need this key position to help our congregation live out those values. Achieving this requires not only skills for communication, typing, or knowledge of particular software suites. It also requires a heart and mind for welcoming and hospitality; grace, kindness, and flexibility toward those who enter our building, lead our ministries, or make inquiries about our congregation and its ministries; and a flexibility to adjust plans and make changes on the fly.

Qualifications:

1. Proficient typing and computer skills
2. Proficient with the Microsoft Suite (Word, Outlook, Excel, PowerPoint, Publisher). Church Windows, Media Shout, and other church-specific software a plus.
3. Dependability and punctuality
4. A knowledge of Lutheran worship practices or a willingness to become familiar with those parts of our community.
5. Ability to function independently within specified job description
6. Web site management experience preferred but not required

7. Database management experience preferred but not required
8. Two years of post-high school education or the equivalent of quality administrative support experience.
9. Experience drafting/constructing correspondence; good grammatical and writing skills
10. Experience with meeting and conference planning and coordination.
11. Ability to serve collaboratively with all levels of management, staff, ministry team, council, committees, congregation members, and members of the general public.
12. Self-motivated with strong interpersonal skills a must
13. Accurate, accountable, and reliable, with an attention to detail.
14. Demonstrated skills in the areas of problem-solving, integrative-thinking, and communications.
15. Able to maintain confidentiality and to exercise discretion and diplomacy.

Responsibilities:

1. Unlock doors and remain available during business hours.
2. Record clear and accurate phone and visit messages.
3. Handle routine questions about policies, events, and general information about the congregation.
4. Greet and meet visitors to the church during regular office hours.
5. Prepare regular, and special mailings, purchase postage, and deliver mail to post office.
6. Pickup and Sort incoming mail, including opening and dating.
7. Distribute mail, correspondence, and other related material.
8. Maintain filing system.
9. Maintain building key access records.
10. Maintain Buildings and Grounds maintenance binder.
11. Manage computer passwords for online accounts
12. Manage/maintain church email system.
13. Monitor/manage thermostat settings for all areas.
14. Manage phone system settings and voicemail. Update outgoing message as needed.
15. Monitor and order office and worship supplies. Order Sunday School and Confirmation supplies as needed.
16. Clean/maintain kids activity bags as needed.
17. Set up weekly staff meeting on Zoom.
18. Create, type, and assemble bulletins, PowerPoints, newsletters, letters, etc., including but not limited to:

~Sunday Worship	~Funerals	~Sunday School Christmas Program
~Weekly Readings	~Lent	~Other worship services as needed
~Weddings	~Christmas	

19. Prepare items for Baptism services as needed.
20. Type, copy, and assemble Annual Meeting Report for distribution to members.
21. Type, copy, assemble, and distribute Women of SSLC booklet and other correspondence as needed.
22. Create monthly newsletter to be distributed through email and regular mail.
23. Mail Splash baptism newsletters to baptism families.
24. Create and Update Family Service Group Schedule and work with coordinators to fill open spots, send out monthly reminders.

25. Create Signup Genius events as needed for Sunday School, family service groups, and other events.
26. Assist in coordinating annual events, such as Children's Christmas Programs, Vacation Bible School, etc.
27. Maintain Offering Envelope System.
28. Make cards for graduates, open houses, and other functions.
29. Coordinate funerals and weddings for members and nonmembers.
30. Maintain and update Website, Facebook, Google calendar, and other communication tools.
31. Maintain record for the office, including records of marriages, baptisms, funerals, inactive member database, and communion attendance.
32. Enter data for Sunday School, confirmation classes, and for the Church Council, as assigned.
33. Take contribution deposits to bank in Foley on Mondays. Bookkeeper is backup person.
34. Enter contributions in to Church Windows weekly.
35. Enter Simply Giving contributions twice a month.
36. Maintain Church Windows software updates.
37. Perform the administrative and record keeping duties necessary for compliance with SSLC background check policy.
38. Other tasks as they develop.