

## **AMERICAN LUTHERAN CHURCH**

**Job Title:** Part-time Administrative Assistant

**Job Description:** American Lutheran Church is seeking a candidate who is mature in their Christian faith and has a desire to serve. This person shall assist the pastor and staff with the operation of the church office in a variety of administrative duties. Responsibilities include preparing weekly worship materials, performing general office duties, gathering, and preparing reports for monthly council and annual meetings, publishing announcements and monthly newsletter, and keeping church records.

### **Job Duties and Responsibilities:**

1. Weekly Preparation for Worship
  - a. Download and prepare order of worship working closely with the pastor.
  - b. Create weekly bulletins for all church services.
  - c. Prepare PowerPoint for all church services.
  - d. Record music used each week.
  - e. Coordinate prayer requests with the pastor to be included in the bulletin.
  - f. Keep a schedule of church activities and communicate with appropriate people.
  - g. Gather worship and Sunday School attendance.
  
2. General Office Duties
  - a. Serve as the church receptionist – receiving and welcoming people to the office.
  - b. Answer the church telephone – refer calls or messages to the appropriate people.
  - c. Answer church email and respond in a timely manner.
  - d. Maintain communication with the pastor, board members, and congregation.
  - e. Receive and separate mail for appropriate recipients.
  - f. Generate mailings for the pastor, e.g., confirmation, youth group, acolytes, altar guild, usher list, fellowship list, etc.
  - g. Prepare correspondence and program materials for the pastor and others.
  - h. Order office supplies, Sunday School material, worship supplies, and custodial supplies.
  - i. Order palms for Palm Sunday, candles when needed, offering envelopes, and other supplies needed for special events.
  - j. Maintain and renew licenses for video recording and music reprinting.
  - k. Possess knowledge of office equipment and provide technology support throughout the church and assist where needed.
  
3. Gather and Prepare Reports for Council and Annual Meeting
  - a. Prepare agendas and send to the officers and board chairs to complete.
  - b. Email reminders for upcoming meetings.
  - c. Collect the Treasurer's report, the Secretary's minutes, the pastor's report, and the agenda for monthly council meetings and prepare packets for Council Meetings.
  - d. Prepare annual membership reports.
  - e. Prepare the annual report for the annual meeting.
  - f. Gather and compile information for the congregation's annual report and ELCA parochial reports and submit to the Synod office.
  - g. Print annual WELCA booklets.
  
4. Announcements and Monthly Newsletter
  - a. Gather and organize information and create the monthly newsletter.
  - b. Organize information and create a monthly church calendar.
  - c. Print, fold and mail the newsletter during the last week of the month.

- d. Assist in maintaining the church website.
  - e. Assist with social media posts.
5. Record Keeping
    - a. Update and maintain a congregational database.
    - b. Update active and inactive member lists.
    - c. Track and maintain council members and terms.
    - d. Organize and file forms for baptisms, marriages, and funerals; enter records in church record books.
  6. Assisting the Pastor
    - a. Make calls and schedule appointments.
    - b. Keep track of weekly and monthly items that need to be completed.
    - c. Inform the pastor of member's births, deaths, illnesses, and other pastoral care needs.
  7. Complete all other duties as assigned.

**Required Qualifications:**

- Utilize computer skills including Microsoft Office: Word, Excel, Power Point, and Publisher; Google Suite: Gmail and Docs.
- Demonstrate oral and written communication skills and interpersonal communication with people of all backgrounds.
- Maintain complete confidentiality of pastoral ministry and office business.
- Effectively prioritize work from multiple sources and meet deadlines.
- Desire to work in a Christian environment.
- Possess the ability to work independently.

**Preferred Qualifications:**

- Experience or degree in business and office administration.
- Understanding of Canva (graphic design tool)
- Familiarity with Facebook and YouTube administration

American Lutheran Church is an equal opportunity employer. Employment decisions will be based solely on the qualifications for and ability to perform the duties of the position for which employment is sought.