

Position Description:
Part-Time Administrative Assistant
Saint Michael's Lutheran Church – Winchester, Texas

Position Title: Administrative Assistant

Reports to: Pastor of the Congregation (Rev. Nate Hill), Congregational President (Marceil Prestridge)

Starting Compensation: \$15.00 per hour. Up to 18 hours per week. Flexibility in scheduling will be considered for well-suited candidates. No additional benefits.

Purpose: To provide secretarial and administrative services to the Pastor and Lay Leadership of Saint Michael's Lutheran Church.

Essential Functions:

- Accurately maintains church records including church membership, attendance, and minutes of congregational meetings.
- Maintains and updates the web presence of the Church including the church website and social media accounts.
- Is responsible for keeping a current church master calendar and booking the use of church facilities by both groups within and outside the congregation.
- Prepares all bulletins for use in congregational worship services.
- Manages incoming and outgoing mail, email, and phone calls.
- Communicates congregational events and news to the appropriate parties through a variety of media.
- Prepares, synthesizes, and duplicates materials for distribution at church meetings.
- Maintains office equipment and orders office supplies as necessary.
- Prepares an annual report of congregational statistics.
- Communicates needs of congregants and others to the pastor and elders (hospitalizations, deaths, births, weddings, etc.).
- Other duties as assigned

Position Requirements:

- Must possess excellent computer skills before employment.
- Must be proficient in Microsoft Outlook and Microsoft Office.
- Must be able to type quickly and accurately.
- Must be familiar with using Facebook.
- Must possess the ability to learn new software programs quickly.
- Strict confidentiality must be maintained in all matters.
- Ability to compose written communication creatively.
- Ability to work independently and be a self-starter.
- Ability to multitask.
- Kind and caring attitude towards others.
- Familiarity with liturgical worship.
- Although membership in a particular church body is not required, the employee will at all times act in a manner consistent with Christian principles and the convictions of The Lutheran Church-Missouri Synod.



SAINT MICHAEL'S
LUTHERAN CHURCH • LCMS
WINCHESTER • TEXAS

Worship God. | Love One Another. | Serve All People.