

Trinity Lutheran Church

Administrative Assistant Job Description

Reports to: Pastor

Hired by / Evaluated (yearly) by: Church Council President (or Vice-President), Head Elder, Treasurer, and Pastor

Wage Range: \$13.00-\$18.00 per hour; Paid Monthly on the 1st; No additional benefits are provided

Hours: Min. 8 hours – Max. 15 hours a week (to be set; most likely Wednesdays, Thursdays, & Fridays) / Timecard will be maintained and signed by Pastor or Treasurer.

Position Summary: Responsible for providing secretarial support to the pastor, church staff, and church leaders; provides general oversight of the church office.

Typical Responsibilities:

• Management

- Maintain and update all church calendars and scheduling – adhering to building use policies and procedures.
 - Call and schedule Pastor's visits for shut-ins and other members
 - Work with Pastor on additional scheduling requests and help with the logistics of; Baptisms, Weddings, Funerals, Special Meetings, etc.
- Order church & office supplies and maintain office equipment needs as necessary
- Monitor and distribute the church email, mail, and voicemail

• Data Input:

- Input worship, communion, and other event attendance into Church 360 software, including both individual attendance and total attendance
- Input and update membership records in Church 360 software.
- Create & maintain a printable church family directory &/or pictorial directory using Church 360 website & other appropriate software as needed.

• Communications:

- Weekly, Seasonal, & Special Worship Service Bulletins:
 - Develop a basic understanding of the worship services in the Lutheran Service Book and how the liturgy is arranged
 - Utilize the Lutheran Service Builder website to take Pastor's inputs and get the basic service layout arranged and exported into Microsoft Word (or other appropriate software).
 - Utilize Microsoft Word (or other appropriate software) to create the draft bulletin (which includes formatting and changing spacing and layout to fit in a reasonable number of pages, updating the announcements, and getting the prayer updates from Pastor)
 - Select artwork for the cover of the bulletin based upon the sermon text, theme, or day of the church year
 - Proofread and then submit a draft of the bulletin for review by Pastor and the people helping with the worship service
 - Make final edits, Print, fold, & staple the bulletin
- Create, build, or modify graphics, media, bulletin inserts, & advertisements as necessary
 - This also includes updating the church's Facebook page, Google business listing, Bing business listing, and some parts of the church website.
- Assist Pastor in drafting and mailing letters to visitors and members

Recommended Position Requirements:

- **Minimum Education:**
 - High School graduate or equivalent
- **Desired Experience:**
 - At least 2 years of office systems
- **Skill Requirements:**
 - Working knowledge of the most common computer programs; Microsoft, Google, etc.
 - Ability to learn new software and web-based programs: ex. Church 360 & Lutheran Service Builder
 - General Office equipment use and care
 - Effective oral & written communication
- **General Expectations:**
 - Must respect Trinity Evangelical Lutheran Church's Doctrinal Standard as defined in Article IV of the church's constitution (provided upon request).
 - Professional and positive attitude
 - Complete confidentiality
 - Flexibility in schedule and tasks
 - Able to stay on task independently while also meeting deadlines
 - Ability to work cooperatively with supervisor, coworkers, congregation, preschool, and volunteers.
 - Pastor will initially help to familiarize and train you on the necessary tasks, software, websites, etc... after that it is expected that you demonstrate good judgment to solve problems; or to ask for guidance.
 - This position does not earn time off benefits. When time off is required you will work with the Pastor or church leadership to ensure tasks are accomplished.

Work Environment: Mostly clean, comfortable, quiet office. All buildings are smoke free.

Physical Demands: Occasional lifting up to 50 pounds. Frequent sitting, bending, standing, walking, stairs. Occasional squatting, reaching stooping.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term. We are an equal opportunity employer.