

FISH LAKE LUTHERAN CHURCH
Office Administrator Job DESCRIPTION

*We are looking for a **professional**, and **welcoming** presence in person and on the phone to provide administrative support to the Pastor, members, and other connections with Fish Lake Lutheran Church. This position reports to the Pastor.*

Position: Office Administrator (Regular Part-time = 20 hours/week at \$14/hour)
A small amount of driving with personal car required – mileage reimbursement available

Purpose: To oversee the general administrative duties of the congregation in consultation with the pastor.

This position is considered a ministry of Fish Lake Lutheran Church.

It's important that the Office Administrator be an individual who enjoys working with people and interacting with people as an extension and representative of Fish Lake Lutheran Church, both within the church and in the community.

General Responsibilities

- Respond as necessary to a variety of basic IT situations
- Input membership/financial data into Shepherd's Staff, the church records system
- Respond as necessary to requests from the pastor, members, and community
- Order church supplies as needed – office, kitchen, sanctuary, and janitorial
- Retrieve and distribute messages in spoken and electronic media
- Maintain and improve church files
- Maintain record of building keys/codes
- Maintain the church calendar and schedule building use
- Maintain bulletin boards with current and relevant information
- Attend to office machines' maintenance and agreements
- Prepare and compile all mailings
- Prepare Church Council, committee, and youth materials as needed/requested
- Prepare special certificates as needed (baptismal, confirmation, wedding, etc.)
- Prepare advertising in newspapers, electronic message boards and radio stations as needed for promoting events
- Respond to public inquiries for historical church records
- Organize, oversee, and preserve the historical documents of the church
- Prepare baptismal, wedding, and funeral bulletins as needed
- Enter and update the names of participants in youth programs such as Sunday School, Confirmation, and Vacation Bible School

Weekly Responsibilities

- Enter Sunday financial giving into computer
- Enter relevant updates, attendance & communion information into Shepherd's Staff
- Prepare weekly worship bulletin and announcements
- Provide information for lectors, assisting ministers, ushers, acolytes, flower coordinator, and coffee hosts
- Maintain regular office hours, answer phone, and organize mail and distribute it to the relevant recipients
- Design creative in-house pamphlets, inserts and schedules
- Mail weekly bulletins to the homebound

Monthly Responsibilities

- Record membership information (baptisms, confirmations, marriages, funerals, new members, transfers in/out, etc.)
- Receive, format, copy, prepare and mail Vine & Branches Newsletter

Quarterly Responsibilities

- Purchase off-site communion supplies
- Print out and mail financial contribution statements to all members of Fish Lake
- Prepare New Member Packets and materials for new member reception
- Order palms for Palm Sunday, also take orders, acquire and prepare insert for memorial flowers at Christmas and Easter

Annual Responsibilities

- Prepare Parochial Report with the Pastor
- Prepare Congregation Annual Report and other materials for the Annual Meeting
- Order, prepare and distribute the offering envelopes
- Prepare new Council member packets

Job Qualifications

- Good Organizational Skills
- Reliability and confidentiality are a must
- Accuracy and attention to detail are important
- Excellent communication and people skills are necessary
- Need computer proficiency, specifically in Microsoft Publisher, Excel and Word
- Must be able to prioritize and work with multiple interruptions

Terms of Employment

The Administrative Assistant is a regular part-time employee hired by the Executive Committee including the Pastor and will report to the Pastor and the Executive Committee.

Compensation: \$14.00/hour + mileage reimbursement at standard IRS rates

Weekly Hours: 20

Personal Time Off (PTO): Requests shall be in consultation with the pastor

- **One to two days of absence:** flexible hours may be requested to meet personal time needs and the responsibilities of this position.
- **Three or more days:** would generally be considered vacation and shall be granted in consultation with the pastor
- **Vacation Days:** Two weeks of paid vacation yearly shall be granted after consultation with the pastor.
- **Designated Holidays:** National designated holidays granted with full pay (except where church services are scheduled) are – New Year's Day, Martin Luther King Jr. Day, Good Friday (1/2 day starting at noon), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day."

The pastor will provide a 90-day review and an annual evaluation.

The Pastor and Church Council will support you with Christian love and prayers and will offer guidance and advice whenever needed.

We have reviewed and agreed upon this job description.

Administrative Assistant	Date
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Church Council President	Date
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Pastor	Date
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