

Evangelical Lutheran Church of the Redeemer
Administrative Assistant Job Description
July 28, 2021

Position

The function of the administrative assistant is to actively coordinate and communicate the life and ministry of Redeemer Lutheran Church (publications, membership, schedules). This position reports to the pastor.

Position Qualifications

The Administrative Assistant is expected to possess the following skills, abilities, and experience in order to carry out the position responsibilities:

- Excellent computer skills with experience in all aspects Microsoft Office (Word, Excel, Outlook); Google Docs, Gmail; Weebly or website software; Realm church management system; and desktop publishing software; training in membership software will be provided as needed.
- Excellent organizational and time management skills
- Strong written and verbal communication skills, proofreading skills, ability to edit copy
- Good interpersonal skills
- Ability to interact effectively with a variety of groups and individuals from both within and outside the church
- Ability to plan for and use volunteers
- Experience in an office environment handling clerical and administrative support responsibilities
- Confidentiality; Initiative; Reliability; Work independently
- Familiarity with the Lutheran Church and its liturgy is desirable

Key Result Areas (detailed below)

Publications and Communication
Membership and Records Management
Building Use, Calendars and Schedules
General Office Management and Reception

Position Description

A. Publications and Communication

1. Attend staff meetings.
2. Prepare weekly worship bulletins for Sunday services, checking announcement information and service content, determining appropriate listings of service participants, including special inserts, proofreading, and copying. Print and email scripture readings and intercessory prayers for readers. Communicate any and all information regarded about the worship service to the organist, along with emailing and mailing the final bulletin and announcements, to non-attendees, per pastor request.
3. Prepare a weekly email or monthly newsletter; ensuring that deadlines are set and posted for articles, proofing articles, approving content with the pastor, prepare for mailing and emailing.
4. Prepare and assist in the assembly and distribution of other miscellaneous church letters and publications:
 - a. Assemble annual reports
 - b. Mail and email annual reports
 - c. Mail and email minutes from meetings
5. Communicate with the local newspaper updated information as to our worship service times and any press release information.
6. Prepare special service bulletins (funeral, holiday services), and all church communication such as flyers, certificates, postcards, etc.
7. Produce and update Evangelical Lutheran Church of the Redeemer welcome brochure/information pamphlet.
8. Update Facebook page
9. Maintain Webpage
10. Keep Policies and Procedures up-to-date after Council and Pastor review and approve.
11. Post Sign-Ups for:
 - a. Upcoming events

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- b. Annual Volunteer Scheduling: Counters, ushers, readers, communion assistants, altar guild

B. Membership, Records, Visitor Management

1. Maintain and update membership records: births, deaths, address changes, baptisms, confirmation, marriages, funerals, transfers, etc. using the 'Parish Register' and computer files as necessary.
2. Prepare Annual Report of the Congregation including reports to the ELCA Minneapolis Area Synod.
3. Maintain records, i.e., weekly attendance, weekly contribution.
4. As visitors/members fill out the 'Request Visit' portion of Worship Registration Forms, pass on to the pastor.

C. Reception (*When working in church office*)

1. Receive and route calls for incoming phone lines; take messages, answer inquiries, or transfer to voicemail as appropriate.
2. Greet and interact with persons coming to the church office, including those with appointments with the staff, vendors, service providers, delivery persons, members of the congregation, etc.
3. Prepare monies received through the mail for tabulation and deposit by the Treasurer each week.
4. Receive and respond in a timely fashion to emails from members of the congregation, staff, vendors, service providers, and to general requests for information.
5. Handle incoming mail and other material – distribute and answer routine inquiries as appropriate.

D. Building Use and Schedules

1. Schedule and maintain schedule of building use and communicate with Custodian.
2. Update Building Use policy with Council.
3. Work with Custodian, Council and Pastor to maintain internal keying system for the church and provide keys as necessary to users and keep inventory of who has keys.

E. General Office Management

1. Provide administration support to Pastor
2. Provide administrative support to staff and church ministry teams for special tasks and projects.
3. Prepare schedules for readers, altar guild, communion assistants, and ushers, etc.
4. Work with Pastor on overseeing office equipment maintenance, dealing with vendors and providers.
5. Coordinate with Pastor on any computer related problems.
6. Order and maintain inventory of:
 - a. office supplies (as needed or directed per authorization process), including but not limited to:
 - i. paper, toner, staples, pens, pencils, rubber bands, etc.
 - ii. labeling making supplies, laminating supplies
 - b. other supplies (as needed or directed per authorization process), including but not limited to:
 - i. baptismal & sponsor certificates, candles, cloths, and books as directed.
 - ii. marriage, confirmation & first communion certificates
 - iii. communion cards or pew registration form
 - iv. altar, Advent and Christmas candles
 - v. Bibles and Sunday School and Confirmation curricula and supplies
7. Maintain master Church calendar, scheduling calendars for meetings and all building uses including online calendar.

F. Continuing Education

1. Attend seminars or other professional development as appropriate.
2. Costs will be paid by Redeemer for pastor approved CE.

G. Position

This position shall be a 7 hour-a-week position, (days and times to be negotiated with employee), with a 15 minute break allowed each four hour work session, with the understanding that from time to time this staff person may need to give some extra time to do the work required. The administrative assistant will

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work under the direct supervision of the pastor. Arrangements for special hours, changes in days off, and other such matters shall be a matter arrived at between administrative assistant and pastor.