

**FAITH LUTHERAN CHURCH
CHURCH SECRETARY/ ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

HOURS: 9:00 A.M. TO 12 NOON MONDAY – FRIDAY

SALARY: \$12.50 PER HOUR, PAID EVERY OTHER FRIDAY

NO VACATION OR OTHER BENEFITS ARE PROVIDED

QUALIFICATIONS: Strong computer skills. Proficiency in Microsoft windows 10 office apps, publisher 2010, Excel, email systems and Powerpoint. Must have general knowledge of all office equipment and supplies and a willingness to further that training. Must possess good telephone and communication skills. Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner. Lifting not to exceed twenty pounds. Must be in adequate health to be dependable with good attendance and punctuality. Must be able to work independently, managing work and communications flexibly. Good organizational skills. Ability to update website a plus.

PURPOSE OF POSITION: Primary function is to provide support for all activities of the church as well as support services for the Pastor, and Congregation Council members as needed. Additionally provide a welcoming, confidential, and positive environment for all visitors to the church, or callers during office hours.

DUTIES INCLUDE, NOT LIMITED TO:

- Edit and prepare weekly bulletins and other documents as requested.
- Contact florist for flowers as needed. Get detail info from sponsor for bulletin.
- Send readers the readings and put a copy on the Lectern.
- Prepare and produce monthly newsletter for mailing, electronic production, and updating of church website.
- Send email for communicating information to church members on an as needed basis.
- Notify property chair of any building issues. Schedule cleanings, inspections, repairs as needed; contact appropriate vendor.
- Answer the phone and transfer calls or take messages.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports. Accuracy and attention to detail is a must.
- Keep calendar of appointments, building use, church activities. Schedule building usage and key checkout following church policy. Schedule use of building by community/outside groups.
- Keep pastor informed of members' needs such as deaths, illness and other crises.
- Order materials or supplies; occasionally pick up supplies.

- Maintain the church mailing lists and e-mail lists and keep them current. Handle mail and correspondence, purchasing stamps as needed. Check email and respond.
- Photocopy documents and assemble as needed for council and congregational meetings.
- Do routine letters and documents as requested; thank-you notes and acknowledgements.
- Keep accurate church records, working in cooperation with the pastor. Enter attendance records and prepare attendance sheets, and worship helpers' book for each month. Provide pastor and evangelism chair with visitor information.
- Maintain church database. Record membership changes in accordance with the bylaws; post notices regarding church policy and annual congregational meetings, including special meetings.
- Prepare certificates for all church rites (confirmation, baptism, membership etc.).
- Prepare, print, and distribute Annual Reports.
- Maintain organization of office area. Routine filing of paperwork.
- Prepare new members information packets.
- Prepare, proof, and print any items needed for funerals, weddings, special church events.
- Prepare an Office Procedures and Reference Manual.
- Forward current information to webmaster for posting. Update website as able.