

# Job Description

Title: Office Administrator

Reports to: Pastor

Duties:

## 1. Secretarial

- Be computer literate (Microsoft Office—including Word, Publisher, Excel, PowerPoint, Access, and Outlook.) Will teach you Shepherd's Staff.
- Prepare bulletins with accurate information and seasonally-appropriate graphics.
  - weekly
  - funeral
  - special church holiday
  - Advent/Lenten
- Update PowerPoint presentation for worship.
- Prepare monthly newsletter.
  - gather information
  - edit articles as needed
  - mail paper copies/email PDF copies so people receive it prior to the 1st of the month
- Maintain church calendar.
  - receive information from groups or individuals wishing to use facilities
  - update the calendar function on the church's website
- Oversee use of facilities.
  - send out forms for groups to sign (if necessary)
  - keep track of keys given by self to various people
- Maintain church records on Access and Shepherd's Staff.
  - baptisms
  - confirmations
  - weddings
  - new members
  - funerals
  - transfers
- Open and dispense mail.
- Order supplies and repair service on office machines as needed.
- Order supplies for mission teams and Altar Guild as requested.
- Prepare certificates for baptisms, confirmation, etc.

## 2. Receptionist

- Greet visitors in friendly, helpful manner.
- Answer phone calls in friendly, helpful manner.
- Record messages accurately and deliver in a timely manner.
- Make appropriate referrals to those requesting assistance:
  - Pastor
  - appropriate community agency as indicated in resource guide

## 3. Project Manager

- Prepare updates to church directory as requested by Pastor.

- Prepare Annual Report for congregation.
- Prepare Parochial Report for Synod and submit on time.
- Maintain memorial records.
- Complete projects as requested by Pastor or mission teams (mission team projects should be approved by Pastor).

#### **4. Financial**

- Post weekly offerings.
- Prepare quarterly statements.
- Prepare offering envelopes for new year by middle of December.
- Prepare new financial sheets at year beginning.

#### **5. Administrative**

- Lead the Monday morning staff meeting consisting of Pastor, sexton, and office administrator.
- Oversee the organization and operation of the church office and suggest changes and improvements in these procedures to Pastor.
- Recruit and supervise office volunteers as needed.
- Prepare schedules for worship helpers:
  - assisting ministers
  - greeters
  - communion assistants
- Send email notices (or mail postcard reminders) to servers early in the week they serve.
- Send a copy of the readings and prayers to the assisting minister early in the week before he or she reads either via email or through the mail.
- Communicate necessary information to sexton regarding building use or special worship services.

#### **6. Miscellaneous**

- **Maintain strict confidentiality in all church-related matters.**
- Prioritize work so that items are finished in a timely manner.
- Prepare quarterly reports for WELCA (Women of the Evangelical Lutheran Church in America).
- Monitor visitor information from "Welcome to Our Worship" pads. Update Excel spreadsheet.
- Research the archives for information on former members at the request of members and non-members (utilize Access to locate where to find the information).
- Perform other duties and assume other responsibilities as mutually agreed upon with Pastor.