

St. John's Lutheran Church
JOB DESCRIPTION

Job Title: **Office Administrator**
Department: Office
Reports to: Pastor and Council Executive Committee
Date: 7/31/2018

PURPOSE

Provides management for diverse office functions and support systems. Oversees all office duties and supports facilities operations.

DUTIES AND RESPONSIBILITIES

Acts as a liaison between pastoral staff and congregation.

Maintains primary church membership database and official Parish Record book.

Maintains primary financial giving database and recording of offerings.

Coordinate the *Simply Giving* program (electronic giving), including serving as the primary contact and authorized user of Vanco Services.

Prepares and distributes quarterly and year-end financial statements.

Maintains all official church records and files, including council meetings, annual and quarterly congregational meetings, committee meetings, other internal church groups. (C.O.M.E., WELCA, Brotherhood, Auction, etc.)

Picks up and delivers daily mail to post office, sorts and distributes mail, prepares bulk mailings as directed. Purchases postage and maintains mailing permits.

Coordinates with treasurer to insure bills are paid and proper account allocations are made.

Use of church checkbook for minor expenses and picks up bank bags weekly.

Maintains office supply stock, place/receive supply orders and organize, distribute upon receipt.

Gather information, prepare and print monthly newsletters and distribute via bulk mailings.

Gathers information, prepares and prints weekly worship bulletins and all other church documents as needed. (Children's Bulletin, Prayer List)

Prepares and distributes monthly council meeting packets, photocopies and types documents as directed, assists committees as needed with copies, typing, etc.

Coordinates the church calendar, including dates for baptisms, weddings, funerals, building usage, special worship occasions, special worship music, special events.

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Coordinates all volunteer functions within the church – acolytes, ushers, readers, communion stewards, and assistants, first time visitors, visitor welcome desk, money counters and nursery volunteers. Sends out weekly reminders regarding meetings and worship assistants via postal / email.

Assists in preparing Annual Parochial Report to the ELCA.

Coordinates, prepares and distributes church's official Annual Report.

Maintains church pew racks: supplied with offering envelopes, pencils, paper etc. and clean as needed.

Orders flowers for the sanctuary, maintain flower donor list.

Assists in preparations for special worship occasions: funerals, baptisms, weddings, etc. Prepares and prints certificates, coordinates family information and meals as needed.

Building security and usage: responsible for distributing building keys, scheduling the rental of building and equipment.

Technology support: organize, set up, operate and take down audio visual equipment as requested.

Responsible for the care and maintenance of office equipment.

SKILLS/ABILITIES/KNOWLEDGE

To perform the job successfully, an individual should demonstrate the following competencies:

Privacy - Maintains strict confidentiality of finances and individual's information.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Detail – Must be detail-oriented, highly organized and follow thru.

Direction – Confident and self-directed in role, having a 'take charge' attitude as appropriate.

Reasoning - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Software - Proficient in Microsoft office suite and Publisher.

I have received a copy of this job description and understand the requirements of the job. This job description is intended to describe the nature and level of work being performed. It is not to be construed as an exhaustive list of all responsibilities and duties required. I understand that this job description does not constitute an employment contract with St. John's Lutheran Church.

Signature

Printed Name

Date