

ZION LUTHERAN CHURCH  
HOURS PER WEEK – 24  
JOB DESCRIPTION

ACCOUNTABILITY:

The Staff Support Team as well as the Pastor shall be considered a supervisor as it relates to the Staff Conduct Policy.

REPORTS TO:

Pastor and Council.

VACATIONS REQUEST:

Request for vacations should be approved by the Pastor; please notify the Staff Support chairperson as to the dates you will be gone and if coverage is needed. **The Staff Support chairperson will then find adequate coverage for dates as specified.**

Staff Support will need to ensure that anyone providing coverage has completed the appropriate paperwork to be compensated by the Treasurer.

*The Administrative Assistant performs administrative and clerical duties for Zion Lutheran Church while maintaining confidentiality at all times.*

OFFICE DUTIES:

- Receptionist for visitors
  - Greets visitors; assists and answers questions, refers to appropriate staff as needed
- Types, copies and distributes correspondence
- Answers telephone and assists caller, records messages and communicates voicemail messages to appropriate staff
- Answers and responds to emails
- Picks up, sorts and opens general mail addressed to the church
- Prepares and delivers outgoing mail
- Assists in coordination of the Pastors schedules
- Coordinates all requests for building and church property use
- Maintains master calendar of church activities and all events in the facility
- Provides secretarial and clerical assistance to the Pastor, Church Council, Ministry Teams and congregation
- Keeps adequate supplies of pencils, communion and visitor cards
- Order communion, worship, custodial, and office supplies as needed

REPORTS/MATERIALS:

- Prepares and copies bulletins for weekly worship services, special services, weddings and funerals
- Emails weekly activities to members via an email marketing program

- Emails/mails serving schedules to upcoming week
- Coordinates and supervises volunteers for monthly newsletter
- Prepares, edits, copies and distributes monthly newsletter
- Types, copies, emails and maintains files for monthly and annual reports
  - Council Agendas
  - Council Minutes
  - Council Treasurer's Report
  - Team Minutes
  - Annual Report
  - Parochial Report
- Maintain bulletin boards and outdoor signs

#### RECORDS:

- Maintains church and pastoral records
  - Permanent record book of membership (members received and transferred)
    - Maintains database of mailing lists, membership status, birthdays and committees
    - Maintains current list of shut-ins, service men and women
    - Prepares and completes transfer in and out correspondence and notifications
    - Maintains list of students by grade through college
    - Prepares new member materials (provided by Evangelism)
    - Maintains membership directory with name, address, phone number and email address
  - Permanent record book of baptisms, confirmations, weddings and funerals
    - Prepares necessary certificates

#### FINANCIAL RECORDS:

- Assists in maintaining and recording financial giving of members and non-members
  - Maintains list of envelope numbers and provides addresses to the Stewardship Team for annual envelope distribution
  - Prepares contribution statements as directed by the Stewardship Team
  - Enters new or updated electronic giving contributions
  - Assist Church Council Treasurer as needed

#### PHYSICAL SKILLS:

- Professional office setting experience (phones, copier, fax, etc.)
- Microsoft Office products
  - Word, Outlook, Excel, Publisher and Powerpoint
- Soft Skills
  - Professionalism while maintaining confidentiality at all times
  - Teamwork
  - Effective communication

- Adapt to change
- Problem solving and prioritizing
- Attention to detail
- People skills
- Must be able to meet the physical demands of the job
  - Must be able to occasionally lift up to 50 pounds