

SERVANT OF CHRIST LUTHERAN CHURCH
740 Hayden Lake Road
Champlin, MN 55316

POSITION DESCRIPTION
Reviewed/Revised: Aug 2017

Position Title: Church Administrative Assistant

Purpose of Position: To support the ministry and core values of the church by serving the congregation. Assist as an office receptionist and provide administrative support to pastors, staff and committees.

Position Responsibilities:

1. Receptionist and Communications

- Serves as the receptionist to receive members and visitors with gracious hospitality and maintains a Christian environment in the church office to support Servant of Christ's ministry.
- Prepares Parochial Report and Annual Report for pastor's review.
- Gathers information for monthly newsletter; prepares for printing and coordinates volunteers for mailing.
- Prepares weekly prayer letters for staff signatures to be mailed out. Provides a weekly list for prayer at weekly staff meetings.

2. Worship Bulletin

- Gathers and prepares information for all Sunday and special worship services (Lent, Maundy Thursday, Good Friday, Thanksgiving, Christmas, Confirmation, Church School programs, etc.).
- Prepares information for bulletin inserts.
- Provides information to a designer for bulletin design and formatting.
- Proofreads draft and final copy to eliminate errors or make additions.
- Prints copies, folds and encloses inserts into worship bulletins.
- Delivers worship bulletins to designated location for ushers to distribute
- Prepares and proofreads information for worship screens using powerpoint.

3. Worship Hospitality

- Coordinates and maintains worship hospitality with volunteer in recruitment and creates worship reminders cards that are sent out weekly
- Order and maintain supplies needed for communion elements

4. Friendship Registration

- Reviews and creates materials to provide forms and name tags
- Updates lists for church mailing, directory, new member packets, friendship pads and visitor correspondence

5. Administrative Support

- Performs general secretarial tasks such as making copies, filing, record keeping, data entry, sorting and distributing mail, assists in incoming calls, relaying messages and e-mail, organizing church mailings.
- Prepares necessary materials to support the pastors, staff and committees as required. Reviews all materials to ensure they are free from typographical and grammatical errors as needed.
- Baptism Ministry: gathers baptism information, completes and orders certificates, order the following: candles, baptism shell, napkins, nametags, last and update service
- Provides and directs volunteers to assist in office responsibility.
- Order and maintain all candle inventories for church needs throughout the year.
- Manage and coordinate prayer chain requests.
- Manage and coordinate volunteers and the information for the 12 hour prayer vigil from Good Friday through Saturday AM.

6. Other Responsibility

- Maintains confidentiality of all sensitive materials or information.
- Attends weekly staff meetings and occasional quarterly staff meetings.
- Identifies administrative issues, recommends solutions and assists in the implementation of approved change.
- Coordinate Altar flower requests for bulletin.
- Performs other tasks and projects as directed.

Knowledge, Experience and Skills

1. Requires the completion of a high school program plus specialized knowledge or specific training in business or secretarial course work. Training in computer systems software and procedures is preferred.
2. Requires two years' experience in a secretarial position that includes responsibility for word, power point, desktop printing, excel spreadsheets and graphics.
3. Requires strong communication and interpersonal skills to relate to a wide variety of people and provide information across a broad spectrum of church activities and procedures.
4. Requires ability to lift up to 25 pounds and operate office machines and equipment.

Supervised By: Office Manager

Supervises: Office Volunteers

Classification: Full-time, Support Staff, Non-Exempt