
SAINT MATTHEW LUTHERAN CHURCH

OFFICE ADMINISTRATION & FACILITY COORDINATOR

DECEMBER 2019

Qualifications: The person who fills this position must be committed to maintaining their own spiritual, personal growth and serve as a representative of Saint Matthew, maintaining a demeanor consistent with its vision and mission.

The candidate that we are seeking will possess the following qualities:

- A warm friendly demeanor and the ability to have positive interactions with a wide range of people inside and outside of the congregation.
- Strong organizational skills.
- A passion for the well-being of the ministry of the congregation
- A personal faith in Jesus Christ as their Lord and Savior
- Demonstrated people management and communication skills
- The ability to work as a member of a team
- Basic computer proficiency using Microsoft Office software and Google platforms

Education and Experience: A wide range of levels of education and experience will be considered, but preference will be given to candidates with:

- An Associate or Bachelor's Degree
- Experience in office administration

Supervisory Relationships: This position will be under the direct supervision of the Lead Pastor. You may in turn supervise volunteers to assist with some of the church office's administrative functions.

Duties and Responsibilities:

1. Office Administration

- Coordinate the greeting of office visitors and answering of phones during office hours
- Coordinate office volunteers
- Coordinate staff in-office schedule
- Coordinate the opening & unlocking of the office for regular office hours
- Coordinate closing and securing buildings at end of day
- Coordinate access to buildings for group use
- Order all office & facility supplies; including coffee, kitchen paper products, janitorial supplies, etc.
- Manage incoming and outbound mail, including bulk mailings
- Print Hope Lutheran weekly bulletin and other Hope Lutheran documents as needed
- Print & copy as requested for ministry support
- Collect attendance sheets, record total weekly attendance and individual attendance, track visitors, & coordinate w/ connecting team re: visitors

2. Facility Coordination

- Maintain facility use calendar and communicate with ministry team regarding upcoming events and possible scheduling conflicts
- Schedule facility use resources based on facility use calendar
- Process Facility Use Agreement for outside use groups, including collecting payment and insurance certificates

3. Worship Support

- Email Sunday prayers to lay readers
- Print Sunday prayers and put on ambo
- Cut bulletins and put in welcome center
- Print order of worship for worship team and sound booth team. Place in worship center.
- Prepare and print baptism certificates and prepare baptism supplies.

4. Assist with other duties as directed