

Job Description

St John's Lutheran Church and School
505 S Park Rd
La Grange, IL 60525

Job Title: Church Office Manager
Department: Church
Start Date: Immediate hire

Overview of St. John's:

St. John's Lutheran Church and School exists to "make disciples of all nations" (Matthew 28:19) in the village of La Grange, the surrounding area and the world by:

- CONNECTING to God and one another in worship
- GROWING in our faith, knowledge and life through study and application of God's Word
- SHARING the love of Jesus with all people with our words, resources and loving, sacrificial service.

Philosophy of the Position of Church Office Manager at St John's Lutheran Church and School:

The position of Church Office Manager has been established at St. John's Lutheran Church and School in order to:

- Ensure all administrative duties are carried out;
- Support ministry leaders in their responsibilities;
- Facilitate adequate communication within the church body and in the community.

Specific and Expected Job Duties:

- Administrative support to the Pastor(s) with day to day tasks as needed
- Attend and participate in staff meetings and retreats, taking notes and keeping minutes.
- Provide relief for School Secretary as needed during Office Hours.
- Receive incoming phone calls and guests, including vendors, answering questions and providing information whenever possible. Field/Screen sales calls and "drop-ins".
- Maintain phone system, updating greetings and voicemail as needed.
- During school year, collect mail from School Office and separate into mail slots
- Handle Church Offering Envelopes; send quarterly Members list to Church Budget Envelope
- Prepare and Send Special Congregational Mailings. Fold/stuff/stamp Quarterly Contribution Statements (end of year, March, June, Sept)
- Purchase stamps as needed.
- View and respond to daily emails.
- Send Weekly Prayer Chain via Constant Contact, as requested.
- Prepare and post on St. John's Lutheran Church's social media, as needed and requested.
- Prepare, edit and print weekly Mission, worship bulletin and special bulletins. (i.e.: Funeral, Wedding, Midweek, etc.)
- Maintain and Update all Congregational Records in Church Database (ACS (Automated Church Software)), including, but not limited to: weekly church attendance, new members, transfers, change in member status, etc.
- Update Parish Register entering Baptisms, First Communion, Confirmation, Weddings and Deaths.

- Work with Church and School Staff in scheduling all events throughout the year; Update and Maintain Master Calendar (Church Art Pro); follow-up with requestor regarding special set-up for scheduled event
- Schedule Baptisms with families and send follow-up letter once scheduled, notifying Baptism Group. Communicate with Church Staff/Altar Guild before and after baptisms; prepare certificate and gift, placing in Altar Guild room.
- Assist with Confirmation Ministry - create list of prospects, mail letters, order robes, flowers, certificates, etc.
- Prepare "CONNECT" New Member Materials and coordinate families being received. Coordinate with Board of Evangelism for "CONNECT" luncheon.
- Schedule Weddings and forward requested date to Wedding Coordinator for follow-up
- Maintain current copier lease for Church and School. Order supplies, as needed (Konica Minolta).
- Order office supplies for staff as needed (Logsdon Office Supply). Order bulletin paper/copy paper, as needed.
- Complete Monthly Elder Report and distribute accordingly
- Prepare Board Report packet for Church Council Meetings
- Acknowledge all Memorials/Special Gifts given to the Church. When received, fill out paperwork, enter in Excel spreadsheet, send acknowledgements and make copies for Board of Finance and Memorials and Gifts committee
- Work with the Board of Properties handling Keyscan System, Phone System and distribution of keys.
- Coordinate volunteers in Church Office, as needed.

Qualifications:

- The work of the Church Office Manager must be handled with complete confidentiality, patience, tact and discretion.
- Practices confidentiality in the strictest manner; gatekeeper to the pastoral office in handling more private/sensitive and personal information.
- Positive, servant attitude that extends St. John's public image
- Excellent interpersonal skills
- Able to work as a team member
- Able to interact with the general public and vendors
- Not necessary to be a member of St. John's, yet supports its mission and ministry
- High organizational and task management skills
- Good critical thinking skills.
- Demonstrates good problem-solving skills.
- Computer knowledge and record-keeping skills a must. Must be able to work with multiple platforms, including Microsoft Office, ACS, ChurchArt Pro, Constant Contact, Sign-Up Genius, social media, etc.
- Strong skills in word processing.
- Familiarity with office equipment.
- Website and social media knowledge preferred.
- High school diploma required. College background preferred.

The Church Office Manager can expect the congregation to:

- Provide a salary in accordance with the salary scale of the St. John's Lutheran Church Salary and Benefits Policy.
- Provide payment into the Health, Pension and Survivor Plan
- Provide an annual review given by the Senior Pastor