

Immanuel Lutheran Church & School

Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Administrative Assistant – Ministry Support

Reporting To: Church Office Coordinator

Status: Non-Exempt • Part-Time, about 29 hours per week

Salary: Hourly

Employment Term: 12 months • Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

- ✓ To assist the Church Office Coordinator in maintaining an effective and orderly church office
- ✓ To provide dependable administrative support to the Director of Music in areas pertaining to worship service preparation
- ✓ To serve as the primary church office receptionist, provide telephone support, assist with walk-ins, and greet visitors
- ✓ To assist other church staff, congregation members, and church leaders with clerical ministry needs as able

Academic / Professional Qualifications

- ✓ A high school diploma
- ✓ Knowledge of administrative and clerical procedures
- ✓ Knowledge of computers, relevant software applications, and applicable Microsoft Office products
- ✓ Knowledge of customer service principles and practices
- ✓ Member in good standing of an LCMS congregation preferred
- ✓ Positive Christian role model

Key Competencies & Skills

- ✓ Verbal and written communication skills
- ✓ Professional personal presentation
- ✓ Organizing and planning
- ✓ Attention to detail
- ✓ Initiative
- ✓ Reliability
- ✓ Personal emotional management
- ✓ Work as part of a team
- ✓ Multi-task
- ✓ Be productive with frequent interruptions

Work Schedule

The weekly work schedule is determined by the Church Office Coordinator according to the needs of the church.

Essential Duties & Responsibilities

- ✓ Support the Director of Music and Pastoral staff in the preparation of all worship service bulletins by formatting the bulletins, making copies for each service, maintaining the bulletin files, and posting the bulletins on the church website
- ✓ Prepare and thoroughly proofread the slides that are projected for each of the weekend worship services and all special services
 - Provide scripts of the projections to each pastor, the Audio-Visual team, the Director of Music and the following as applicable: interpreter and elders
 - Prepare and/or load PowerPoint presentations as requested and approved
- ✓ Provide music to the Contemporary Praise Music Leader for review then load for projection

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Essential Duties & Responsibilities - continued

- ✓ Prepare baptism certificates, funeral and wedding bulletins
- ✓ Schedule scripture readers and provide the readers with the readings for the weekend
- ✓ Prepare workers sheet for the Elders and Pastors (post on the Narthex bulletin board and the Altar Guild board)
- ✓ Provide the interpreter scheduled for the weekend with copies of the script and music
- ✓ Record church attendance in membership database
- ✓ Record funerals, baptisms and weddings in Immanuel's record book
- ✓ Provide copyright information to the Christian Copyright License International of all music printed, projection slides and rehearsed music
- ✓ Maintain the confidentiality of any information (written, verbal or other form) obtained during the performance of one's duties including information about members, their families, other employees and all church business
- ✓ Other duties as directed and delegated by the Church Office Coordinator

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to operate standard office equipment, dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal office levels and on the telephone; speak in audible tones so others may understand clearly in normal offices levels and on the telephone; physical agility to lift up to 10 pounds to shoulder height and 25 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.