Christ the King Lutheran Church
Office Administrator Job Description

Christ the King Lutheran Church of White Bear Lake seeks a detail-oriented and reliable individual to support the administrative and organizational functions of the congregation. This is a part-time position (24-30 hours/week) reporting to the Lead Pastor.

Core Qualifications:

- Ability to work reliably and independently with minimal supervision.
- Ability to multi-task; good time management.
- Interpersonal skills: ability to work effectively and graciously with others.
- Integrity and trust: ability to handle sensitive and confidential information.
- Strong verbal and written communication skills.
- Highly organized and attentive to detail.

Core Skill Set:

- Proficiency with Microsoft Office (Word, Xcel, PowerPoint).
- Proficiency with office systems like computer, phone, printer, copier.
- Experience with database management (Servant Keeper, Xcel spreadsheets).
- Experience with web site management and social media platforms.
- Knowledge of copyright law as it pertains to livestream/recorded worship.
- Ability to focus with frequent interruptions.

Responsibilities & Tasks

Communications:

- Serve as receptionist, answering phones, receiving deliveries, and greeting visitors.
- Use MS Outlook and Constant Contact for electronic communications with staff, ministry teams, church council, church members.
- Distribute monthly newsletter & periodic announcements/updates (electronic & USPS).
- Maintain Welcome Center kiosk with up-to-date information & announcements.
- Organize and communicate volunteer schedules on a quarterly basis (see below).
- Send worship materials to weekly participants.

Publications:

- Prepare weekly worship bulletins and PowerPoints.
- Prepare occasional special service bulletins.
- Prepare monthly church newsletter.
- Prepare annual congregational reports.
- Design and post signage throughout the building.
- Design and post kiosk updates and sign-up sheets.
- Prepare certificates and booklets for pastoral acts (e.g., baptism, confirmation, first communion).
- Prepare correspondence as requested.
- Design advertising for the White Bear Press: weekly directory ad, occasional special services or events.

General clerical tasks:

- Retrieve and sort daily mail.
- Match packing slips/receipts to invoices & code them using appropriate account forms.
- Maintain church membership database (Servant Keeper) and generate reports.
- Record transfers and new members and generate related correspondence.
- Track worship attendance (Servant Keeper).
- Track Sunday School, confirmation and other registrations as needed (Servant Keeper).
- Record pastoral acts (Servant Keeper, *Trumpet*, archival record).
- Coordinate quarterly schedules of worship volunteers: lay assisting ministers, altar guild, ushers/greeters, AV, etc.
- Maintain office equipment. Call for service as needed.
- Maintain office files (electronic and paper).
- Maintain church calendar and manage building/equipment use requests.
- Report payroll bi-monthly.
- Inventory and order worship, office and janitorial supplies as needed or requested.
- Monthly reporting of hymn usage: One License.
- Periodic reporting of hymn usage: CCLI.
- Verify music, lyrics, and images are in compliance with copyright and usage laws.

General building tasks:

- Open and close the building during work days.
- Alert the Property Team of needs/issues that arise both inside & outside the building.
- Issue keys as appropriate and maintain keyholders database (Xcel spreadsheet).
- Arrange for building presence as needed for inspectors or contractors.
- Maintain good communication with CTK's part-time custodian.
- Monitor recycling and waste dumpsters & order pick-ups as needed.
- Resupply First Aid kits (office & kitchen).
- Inspect AED (in kitchen) monthly and replace batteries/electrodes as schedule requires.
- Tidy the sanctuary and narthex as needed.