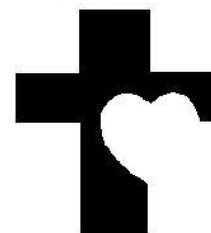


# ***Job Description for Office Administrator***



Holy Love Lutheran Church  
4210 S. Chambers Rd.  
Aurora, CO 80013

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## **Mission**

**Holy Love Evangelical Lutheran Church is committed to proclaiming and living the Good News of God's love in Jesus Christ as we gather for worship and study, and scatter for witness and service to our neighbors.**

The Office Administrator will support staff, volunteers, and members of the congregation in creating a welcoming and hospitable place where people can proclaim and live the Good News of God's love in Jesus Christ.

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## **Office Administrator Vision**

The Office Administrator, along with the rest of the staff of Holy Love, will share the love of Christ, equipping all members of the body of Christ to nurture faith. Specifically, the Office Administrator will create an office environment which reflects and embodies professionalism as well as hospitality to all.

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## **Desired Outcomes**

The Office Administrator will work with the pastor and the Personnel Committee to develop annual goals, which will be particular to the 'Tasks' section of this document, and which are informed by the mission and vision of the congregation.

As a result of this ministry, faith in Jesus Christ within the body of Christ at Holy Love, and within individuals of all ages, will grow more mature and be strengthened.

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## **Tasks**

- Manage correspondence, including:
  - \* In person, at the office: All visitors to Holy Love will be welcomed with courtesy and compassion. (In the event that the Office Administrator is the only person in the office, prudent judgment is expected when considering whether to allow a visitor access to the building.)
  - \* Telephone: All callers to Holy Love will be greeted with courtesy and compassion.
  - \* Postal Mail: Incoming mail is sorted and distributed, unopened, to the addressee. Mail addressed to the church is opened and routed appropriately.
  - \* Messages: E-mail, voicemail, and social media messaging (eg. Facebook) are to be checked regularly, at least three times per day (morning, noon, and before leaving for the day), and dealt with as appropriate.
- Produce weekly bulletins and bulletins for special services.
- Manage and maintain the congregational master calendar, including the scheduling of regular and of special events.
- Manage regular outgoing communication, including:
  - \* Congregational Newsletter (including compiling information, printing and mailing paper copies, and e-mailing electronic copies), either by coordinating with the volunteer editor, or by producing the newsletter in the office.
  - \* Update the congregational website regularly.
  - \* Distribute all-congregation postal mail and e-mail as necessary, and as requested by the ministry staff.
- Maintain Parish Roster, including:
  - \* Official Congregational Records
  - \* Membership transfers
  - \* Membership Directory and Mailing List
  - \* Track and record worship visitors. Contact visitors as directed by the ministry staff.
- Compile and publish the congregational annual report.
- Prepare the annual congregational parochial report.
- Participate in weekly staff meetings.
- Maintain resource files.

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- Prepare certificates.
  - Coordinate with council to address facility usage requests.
  - Ensure computer files are backed up appropriately.
  - Participate in continuing education as needed. To be decided on in consultation with the pastor and/or the personnel committee.

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## **Staff Relationships**

### ***Works as an integral part of the Staff:***

- Intentionally affirm, encourage, pray for, and bless one another and the ministries each represents.
- Appreciate and affirm each other's gifts.
- Be open to new ways of seeing and doing things.
- Arrive on time for meetings, being well prepared to address the issues at hand.
- Speak well publicly of each other, and of other members of Holy Love, to build up the body of Christ.
- Resolve issues and concerns directly with those involved. If this is not possible, bring the issue to the pastor or to the council president.
- Honor each other's individual working style.
- Maintain strict confidentiality.

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## **Qualities and Requirements**

- Theology and values are in harmony with Lutheran Theology, and with Holy Love's mission, vision, and values.
- This ministry description is in alignment with personal vocational calling, skills, and ability to learn.
- Professional work ethic and positive attitude.
- 20-25 hours per week in the office, including during office hours (which are currently Monday through Friday, 9:00 to 1:00)
- Demonstrated the ability to prioritize tasks.
- Identifies tasks that need to be completed and takes initiative to see that they get done.
- Effective communicator, demonstrating relational skills with people of all ages, abilities and backgrounds.
- Competence in using technology (computers, phones, duplication equipment, etc.), and a willingness to work to increase knowledge and ability in these areas.
- Proficient in Microsoft Word and Outlook, Google calendar, Facebook and Instagram
- Familiarity with liturgical worship and church culture

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## **Benefits**

- \$15/hour based on qualifications and experience.
- Paid Time Off: 40 hours per year, accumulated as 1.5 hours per pay period (every two weeks) for the first two years. After two years of continual employment, 3 hours of PTO per pay period. After five years of continual employment, 4.5 hours per pay period. All PTO can be accumulated through the year. Any unused time off will be paid at the end of the calendar year.
- Continuing education, support and networking (Defined in consultation with supervisor and Personnel Committee during reviews).
- Initial ministry reviews after 90 days; subsequently, ministry reviews will be conducted on an annual basis.