

Immanuel Evangelical Lutheran Church
Parish Administrative Assistant

Position Summary: The parish administrative assistant is responsible for all activities of managing a church office. This includes answering the phone, receiving visitors, sending and responding to e-mails, preparing written materials such as newsletters, bulletins, and projection, coordinating building use and calendar, and assisting the church staff with communications as needed. Necessary skills include computer and keyboarding, organization, flexibility, oral and written communication, and pleasant interactions with people of all ages. Starts at 32 hours per week. \$15 - \$18 per hour based on experience and skills.

Qualifications

- Is a Christian who feels called to serve God's church by sharing their gift of administration and hospitality
- Represents Immanuel by being hospitable and welcoming to all
- Must be courteous, pleasant, helpful, adaptable, flexible, and show initiative
- Interacts respectfully with diverse individuals and groups
- Ability to plan, organize, and prioritize functions
- Ability to make sound decisions
- Ability to work well in team ministry (lead volunteer efforts)
- Ability to operate office equipment (copier, computer, scanning, etc.)
- Has computer skills in Microsoft Word, Microsoft Publisher, Microsoft Excel, Power Point, and internet/email
- Efficient and accurate
- Mandatory ability to keep confidences
- Excellent telephone, oral, and written communication skills

Responsibilities

- Serve as administrative assistant to the Sr. Pastor and the Director of Worship & Music, Christian Ed, Youth and Family, taking on any additional administrative responsibilities as the need arises
- Coordinate office activities
- Maintain all church records; maintain and oversee computer database
- Oversee the development and production of the church directory, annual report and parochial report
- Handle requests for use of church property along with scheduling rooms, supervising key loans, etc.; oversee regular rental groups' payments and room usage
- Manage the church calendar for use of the facility and update Google calendar
- Oversee offering count and its related duties to include entering offering in the church software program (Church 360)
 - Prepare and send quarterly/bi-yearly/annual giving statements
 - Complete year-end financial close out (Church 360)
- Serve as staff liaison with Service Committee for community assistance; receive and screen drop-ins and phone calls
- Manage petty cash account
- Participate in scheduled staff meetings
- Becoming aware of the gifts, talents and interests of the members of the congregation is an important function of this position so that fellow servants of the Lord may be employed as volunteers and enjoy helping to carry out the many duties assigned to the Parish Administrative Assistant

Tasks

- Receptionist, answer telephone, greet visitors and members in a professional manner
- Development, preparation, keyboarding, duplication and/or coordination for:
 - Youth
 - Christian Education and Confirmation
 - Initial preparation of binders; Distribute and file binders each week; Projection for confirmation worship; pandemic changed protocol; Family Faith Gathering once/month
 - Worship bulletins and announcements including PowerPoint setup (Pro-Presenter)
 - Church and Preschool brochures
 - Monthly written newsletter - *Immanuelite*
 - Reminder emails for articles/information
 - Church directory
 - Certificates
 - Baptism Booklets and Certificates; Contact family for information and photos; Prepare PowerPoint for baptism song
 - Advertisements in the *Missoulian* and telephone directory
 - Annual report
 - Miscellaneous correspondence, duplications and mailings
- Preschool registration, payments, billing, etc. when needed (preschool currently manages most of its own registration, payments, etc.)
- Order office supplies and worship materials
- Assist treasurer with necessary financial information (timecards, etc.)
- Maintain policies and procedures handbook
- Maintenance of membership records and statistics, i.e., transfers in/out, births, deaths, baptisms, marriages, funerals, mailing lists and address changes, birthdays and anniversaries, communion participation, class lists, inactive roster, visiting worshipers, “Friends of Immanuel,” etc.
- File and maintain filing system, includes paper and computer filing
- Prepare projection for all worship services including updating projection database as needed
- Prepare monthly worship assistant sign-up sheets for both services (currently using Sign-Up Genius)
- Monitor and screen visitors (and preschool parents/family)
- Sort and distribute mail; Receive postal/courier shipments
- Receive phone calls - members inquiries and requests; solicitors; calls for help
- Record and send phone tree messages to congregation or specific groups (i.e., prayer chain)
- Prepare and copy funeral bulletins and liaise with participants and coordinator
- Assemble, copy and distribute agenda and reports for monthly Council meeting, as needed
- Input weekly worship attendance and cards when needed
- Prepare and send visitor cards; Update visitor lists
- Prepare and send memorial cards acknowledging gifts received
- Prepare and send congregational emails when needed
- Other duties as requested

Accountability

- The direct supervisor is the Pastor, with final accountability to the Church Council
- The administrative assistant will coordinate office activities and responsibilities with the Sr. Pastor and the Director of Worship & Music, Christian Education, Youth and Family
- The Pastor and Staff Support Committee will conduct an evaluation of the performance of the Administrative Assistant 6 months following employment, and annually thereafter.

(revised 9/15, 11/21 and 4/22)