

ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

2/24/16

JOY LUTHERAN CHURCH, ELCA

Prescott, WI

Joy Lutheran VISION: To be a **growing, generous** and **hopeful** Christian community, working together to **connect** in a spiritually **relevant** way with God and our neighbor.

Joy Lutheran MISSION: At Joy we **gather** to be renewed in the joy and love of God through inspiring worship and caring community. We **seek** to understand and live by God's Word. We **serve** those in need of God's healing through Christ, reaching out to our community and world.

OBJECTIVE:

The Administrative Assistant supports the Pastor and other paid staff and volunteers in all of the organizational functions of the church. The role of the Administrative Assistant is to maintain the office, provide the first point of contact with all visitors and callers to the church, and support all of the ministries of the church.

REQUIREMENTS:

- High School Diploma or GED
- 2-3 years of administrative support experience
- Proficiency in Microsoft products: Word, Excel, Powerpoint and Publisher
- Demonstrated ability to work well with a variety of different individuals

RESPONSIBILITIES:

Ability to maintain the utmost confidentiality in all aspects of the position
Support the Pastor, Director of Education and Youth ministries, and paid staff with administrative tasks. The Administrative Assistant will report directly to the Pastor.

Receptionist and first point of contact for visitors and callers to the church
Ensure a professional, friendly and confidential atmosphere for visitors, members and staff
Maintain call logs for Pastor and program staff to ensure accurate records of inquiries
Maintain updated outgoing voicemail and phone system

Attend weekly staff meeting and facilitate open communication and proactive planning
Regularly check church email to answer inquiries or disseminate information
Daily collect US mail and distribute to church/Council recipients

Generate Joy's bulletins, Sharing Our Joy, newsletters, congregational and Synod annual reports
Generate other publications as requested and mail appropriate materials as needed
Coordinate church website updates and oversee that the website is current and accurate
Regularly update Joy's social media presence
Create projection presentations for worship services
Maintain "Constant Contact" information to email individuals for meetings, groups, committees
Ensure that final products are accurate, polished and free from errors

Maintain the church directory of members' names, addresses, phone numbers and email addresses in the church database program (CMS). Ensure that staff are aware of updated information

Ensure accurate filing of church records including membership rolls, pastoral acts, transferred members, deaths, births, and Church Council and committee minutes

Record names/events in the church permanent record book

Monitor building security (doors locked, building code to individuals, info about outside groups)

Maintain the church calendar for congregational activities, Pastor's calendar, borrowed items, and outside building use

Manage requests for building/room use and borrowed items

Track wedding details and communicate with participants on behalf of the church

Track funeral details and communicate with participants on behalf of the church

Produce funeral bulletins

Track baptism details, set up and assemble items as needed and communicate with participants/helpers on behalf of the church

Produce certificates/documents for new members, baptisms, 1st communion, confirmation, marriage

Compile and maintain confirmation pictures annually

Maintain all office equipment and coordinate proper maintenance of office machines

Keep accurate inventory of church and office supplies and order when necessary

Collect vouchers for purchases and ensure information is complete or contact individuals to complete

Coordinate volunteers to help fold, stuff and assemble Joy's bulletins, newsletters and other publications as needed

Help to create office volunteer service at Joy. Work with staff to identify tasks for volunteers, utilize previous volunteers and oversee the work

Maintain time and talent information

When taking vacation, complete bulletins and power point for worship prior to leaving. Make arrangements to cover shortened and approved office hours. Insure other worship or publication tasks are covered (baptism, newsletter, etc). The week before Christmas or Easter are not available for vacation.

Professionalism and confidentiality are expected during work hours, as well as outside of work time. All conversations about Joy Lutheran Church are to be positive and professional. The professionalism and confidentiality expected during employment will remain when someone is no longer employed by Joy Lutheran Church. Lack of professionalism or confidentiality will result in congregational disciplinary measures as outlined in Joy's constitution.

*This list of responsibilities is not a comprehensive list of all duties that may be required. The Administrative Assistant will be required to perform any and all other duties as requested by the Pastor and program staff/volunteers in support of Joy's overall ministry.