

ST. LUKE LUTHERAN CHURCH
TITLE: CHURCH OFFICE ASSISTANT
REPORTS TO: CONGREGATION COUNCIL AND PASTOR

POSITION SUMMARY

The Church Office Assistant's main objective is to assist in the coordination of church office functions, including providing office support to the Pastor and church staff, maintain organization of the office, assist committee members with church related needs, communicate effectively and pleasantly, and be an efficacious representative of St. Luke Evangelical Lutheran Church.

ESSENTIAL FUNCTIONS

OFFICE DUTIES:

- Provides administrative support for the church office.
- Greets and meets visitors.
- Answers phone and takes messages.
- Assists Parish Administrator in the creation, printing, and proofing to ensure accuracy of all information in weekly bulletin and newsletter.
- Prints children's bulletins and *Taking Faith Home* inserts.
- Distributes mail.
- Mails announcements to shut-ins weekly.
- Maintains filing system as deemed necessary by Pastor.
- Runs errands for church office as needed.
- Sends reminders to weekly volunteers.
- Attends Communications Committee meetings.
- Stays abreast of the latest computer technology which may benefit the church.
- Supports and helps with new administrative initiatives not listed above (for example: Church Directory, flyers, pamphlets, etc.)

SAINT LUKE LUTHERAN CHURCH

TITLE: Church Office Assistant

CONGREGATIONAL DUTIES:

- Assists in maintaining the Vision and Mission of the Church as it evolves, and assist with communication of both to members of the congregation and community.
- Attends regular staff meetings.
- Schedules facility requests.
- Assists with taking prayer requests for Wednesday's prayer email.
- Assists with flyers for upcoming events.
- Assists Pastor and Parish Administrator with Social Media Posts, Website posts, and weekly slideshow for worship service.
- Other Church administrative tasks as required by the Pastor and/or Parish Administrator.

MINIMUM REQUIREMENTS

- High School Diploma
- Basic computer skills including word processing, e-mail, accessing and creating files, and utilizing the Internet and social media.
- Must attain and maintain all criminal background clearances as required by the state of PA.
- Maintain confidentiality.
- Present a clean, neat, and well-groomed appearance.
- Basic knowledge of church operations, functions, and members.
- Valid driver's license and good driving record.
- Display a compassionate and cooperative attitude in working with church members, public, and staff.


SUPERVISION RECEIVED AND EXERCISED:

Parish Administrator will oversee Church Office Assistant for day to day activities.

The Pastor, Parish Administrator, and Personnel Committee will be responsible for supervision of the Church Office Assistant.

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WEEKLY HOURS

16 hours/week

proposed rate: Monday- Thursday: 9:30 AM- 1:30 PM
proposed rate: \$17/hour

St. Luke Lutheran Church- update proposal 11/23