

Administrative Assistant at Bethel Lutheran Church

Name: _____

Start Date: Immediate Hire

Pastor: Kimberly Swenson

Time: 24 hours per week

Congregation President: Charlie Hilla

Bethel, founded in 1914, is a small yet active congregation in the Evangelical Lutheran Church of America. Bethel has weekly worship with choir and tone chime choir, several adult bible studies, a desire to serve the community and the world in a variety of ways, and a commitment to caring for the youth. Besides this position, Bethel employs a full-time minister and several part-time people: organist/tone chime director, choir director, parish accountant and custodian. Learn more about Bethel at www.bethelonbond.org

Position Summary

Provide administrative support to the pastor and congregation of Bethel. Responsible for a wide variety of office management operations, parish communications, perform receptionist duties, coordinate volunteer activity, and maintain records. Under general supervision, establish priorities to ensure all aspects of the job are accomplished allowing the congregation to fulfill its mission to serve as Jesus' disciples.

Required Duties

A. Publication Development - 30%

- Determine publication deadlines for weekly bulletins and monthly newsletters and apprise appropriate individuals
- Solicit and utilize information provided to:
 - format, proof-read, copy, and fold weekly and special bulletins for worship
 - format, proof-read, copy and prepare for mailing / emailing newsletters, correspondence and reports as needed

B. Technology, Website, & Social Media - 30%

- Maintain current information and update on the website
- Work with images and current church events to create engaging and interactive pages
- Learn and be able to train volunteers on the recording equipment.
- Create Worship Powerpoint for Recording and Create Recordings Schedule for Youtube
- Maintain and post on church Facebook
- Keep accurate information on Marquee
- Send out weekly announcement email

C. Office Management - 20%

- Ensure accurate maintenance of church records including congregational roster, vital statistics of membership, and rites performed
- Develop and update computerized databases as necessary
- Organize and maintain filing system for documentation including various forms and historical records
- Process documentation for outside groups including ELCA Synod office
- Ensure maintenance of office equipment, warranties and service contracts
- Maintain inventory of office supplies including postage
- Manage calendar of church events, coordinating with various user groups including renters

D. Receptionist - 10%

- Answer phone and direct calls in a cheerful and businesslike manner
- Answer basic questions about the church and its programs
- Sort and distribute daily mail, responding to routine correspondence as needed
- Regularly monitor Bethel's email account and respond to routine inquiries
- File documentation as appropriate
- Greet visitors and respond to routine questions

E. Volunteer Management - 5%

- Assist Council members as needed
- Maintain inventory of tasks needing to be completed in the office and at the church
- Supervise and delegate appropriate office duties to volunteers
- Supervise money counters
- Contact volunteers to remind them of upcoming commitments
- Develop and maintain list of those with access to facilities
- Develop and maintain in home ministry list and visitors

F. Management of Rental Space - 5%

- Create and maintain records of rentals
- Develop new rental users

G. Miscellaneous Duties - 5%

- Provide assistance in other duties as requested by the Pastor
- Attend office staff meetings as scheduled
- Be available 1 Sunday a month at the beginning to get to know the congregation
- Engage in continuing education opportunities as available to improve skills and technology

Skills & Experience

Ability to work independently on a routine basis. Capacity to interact with a wide variety of people in a personable manner. Demonstrated capability to be self-motivated, reliable, efficient, and manage a number of tasks simultaneously. Aptitude to handle confidential information and to be discrete when dealing with sensitive situations. Computer knowledge of various publishing and database programs as well as word processing experience is required. Experience with and understanding of Christian worship and traditions is helpful. Knowledge of web design recommended but not required.

Send Cover Letter, Application & Resume to: bethelonbond@yahoo.com
or Bethel Lutheran Church, 1350 Bond St, Green Bay, WI 54303

I have seen this job description and understand that it outlines many of the tasks that I will be expected to perform in this position.

Employee: _____

Date: _____

Pastor: _____

Date: _____

Congregation President: _____

Date: _____