

Send Resume and Cover Letter to office@ctslutheran.org

**Office Administrator Staff Position
at Christ the Servant Lutheran Church**

A Reconciling in Christ Congregation of the Evangelical Lutheran Church in America

Job Title

Office Administrator. This is a year-round regular part-time position with potential for expansion of hours and duties.

Working Hours and Job Location

The Office Administrator will work 16 to 20 hours per week. This base-hour frame can be expanded as needed. Changes in hours, days, or location must be mutually agreed upon between the Office Administrator and their supervisor, the Pastor of Christ the Servant (CTS). The primary job location is the CTS office.

Compensation and Benefits

The Office Administrator will be paid at an hourly rate dependent on experience. Compensation is subject to withholding per IRS regulations. This position is exempt from overtime pay. This position is eligible for paid Vacation, Holidays, and Sick time, which are subject to the CTS Paid Time Off (PTO) Policy.

Job Summary

This position provides administrative support to the community at CTS under the supervision of the Pastor, with the Executive Team as back up when the Pastor is not available. The Pastor and Office Administrator will constitute the Staff Team. Most priorities will be established during the regular meetings of the Staff Team. Requests for work will be prioritized by the Staff Team and may come from a number of different areas such as the Executive Team, Church Council, and Ministry Teams.

Essential Duties

1. Prepare weekly Sunday Service and Special Service bulletins, including formatting, proofing, copying, and collating, as directed by the Pastor and the Worship and Music Team.
2. Prepare and distribute a weekly "Thursday Note" email to the congregation with announcements and links to digital worship services. Provide a small group of parishioners with paper copies.
3. Prepare, copy, and mail the monthly Church Newsletter.

Send Resume and Cover Letter to office@ctslutheran.org

4. Print and distribute a monthly Packet to members of Council, consisting of reports generated by Ministry Teams and the Pastor, an agenda created by the Executive Team, and other materials as directed by the Executive Team.
5. Serve as Financial Recording Secretary: counting Offerings and Pledges with volunteers, entering Contribution information into the Church Windows System, and running reports as directed.
6. Protect, handle, and maintain the confidentiality of all information.
7. Provide administrative support to the Pastor. This may include preparing and mailing correspondence in a timely and accurate manner for the Pastor as needed.
8. Answer phones, emails, and greet visitors in a professional manner, screening calls for the Pastor and Preschool. Maintain the answering machine greetings.
9. Track room usage to minimize room scheduling conflicts.
10. Maintain a central calendar of all events happening at the church. The calendar is to be up-to-date, accurate, and visible to any member seeking information about events or classes that may be scheduled.
11. Assist ministry teams with access to appropriate databases and assist in bulk mailings to the congregation.
12. Review worship attendance pads weekly and alert Pastor to any needs shown on the pads. Track attendance on the church membership database.
13. Maintain the filing system, assuring that all items are filed in a timely and professional manner.
14. Maintain a neat and professional office, ensuring that all office equipment is properly maintained and supplied.
15. Work with the Staff Team to identify when volunteers might be needed to assist in miscellaneous office work. Work with assigned volunteers to achieve targeted tasks.
16. Other duties as assigned.

Qualifications

1. Must be experienced in operation of personal computers and software systems. Specifically, skills in the use of Windows, Outlook, and Publisher are required. Familiarity with Excel, Weebly, Brivo, and Church Windows is not required, but desirable.
2. Must have excellent oral and written communication skills, with emphasis on editing and proof reading.
3. Must be experienced in maintaining a well-organized office routine, managing multiple projects and meeting deadlines with frequent interruptions.
4. Must have demonstrated ability to attend to project details while maintaining necessary progress on all assigned projects.

Send Resume and Cover Letter to office@ctslutheran.org

5. Must have experience in dealing in a compassionate manner with people in need. Must have the ability to work effectively with volunteers.
6. Must pass a background check to CTS criteria.

Working Conditions

Duties will be generally performed in the church office. The dress standard is business casual. Office equipment will include (but not limited to) computers, printers, copy machines, telephones, calculators, and fax machines. The position may require sitting or standing for long periods of time. It may occasionally require lifting and carrying items weighing up to 40 pounds. Most tasks will be performed in the church office, but some may require movement throughout the church facility. The church is a smoke-free facility.

Performance Criteria

1. Accomplishment of all work in a thorough and accurate manner.
2. Accomplishment of all work according to assigned schedules. Keep all affected individuals up to date on any deviation from schedule.
3. Professionalism demonstrated in dealing with parishioners, staff, and the public.
4. Maintenance of confidentiality.
5. Ensuring that the office functions in a smooth, efficient, and team-oriented manner.
6. Cooperation with ministry teams to accomplish assigned duties.
7. Cooperation and effectiveness working with volunteer workers.

Created April 29, 2022 by the Personnel and Executive Teams of Christ the Servant.