

Ministry Position: Administrative Assistant
(Publications and Events)
Immediate Supervisor: Business Manager
Ministry: Church Administration

Type of Position: Full-Time, Hourly, Non-exempt
Date Adopted: 7.26.2022
Revised By: Board of Directors

Team Ministry

We ask all of our ministry staff to work together as a team under the Lordship of Jesus Christ toward the goal of helping lead our people into a growing relationship with their Savior. Each staff member is given specific areas of responsibility in the public ministry. St. John Lutheran's ministry responsibilities may change as the needs of the congregation change.

Mission Statements

St. John Lutheran Church: "Being shaped by Christ to serve."

St. John Lutheran School: "Shaping lives for Christian service through academic excellence."

Position Purpose

The Administration Assistant (Publications and Events) will support the mission of St. John Lutheran Church and School by providing receptionist and clerical responsibilities to the administrative office and will serve visitors of the church and school.

Accountability

The Administrative Assistant (Publications and Events) is directly responsible to the Business Manager and ultimately to the Lead Pastor.

Essential Functions

- Publications
- Coordinates Events
- Coordinates Volunteers
- Coordinates Life Events with the Administrative Assistant (at the Window)
- Assists in Scheduling Visits and Appointments for Pastors and Church Staff
- Assists in providing information as requested from Boards, congregational members, and other church groups
- Substitute for Administrative Assistant (at the Window) in the event of illness, personal days, or vacation

Non-Essential Functions

Perform other duties as assigned or as necessity dictates.

Specialized Training and Requirements

- High school diploma or equivalent.
- Must be a spiritually mature Christian, committed to leading a Christian life, and committed to the mission and core values of St. John Lutheran.
- Proficient keyboarding skills.
- Knowledge of Microsoft Office, Google Workspace, Canva (online slide/graphic design program), Constant Contact (weekly email blast to congregation), Lutheran Service Builder (online bulletin

preparation program), Realm (church management software), etc. Training may be provided as needed.

- Understanding how to photocopy, collate, staple, prepare mailings, prepare schedules.
- Excellent communication, interpersonal, discernment, teamwork, and organizational skills, including coordination with team members for anticipated or unexpected absences.
- Must have high attention to detail and accuracy.
- Ability to work independently with minimal supervision and make decisions with good judgment.
- Demonstrated strong problem solving and analytical skills.
- Ability to prioritize workload with time constraints.

Mental and Physical Requirements

- Exposed to normal office environment.
- Must be able to sit or stand a majority of the workday.
- Must be able to perform repetitive motions using hands, wrists, and /or fingers.
- Operates all equipment necessary to perform the job.
- Must be able to lift 30 pounds.

Essential Functions

1. Publications

- a. Assist the Pastors and Music Minister for preparing the worship service bulletins
 - Weekly Bulletin
 - Special Services such as Private Baptism Bulletins, Wedding Programs, Funeral Bulletins, Midweek Services, etc.
- b. Create and send a weekly electronic newsletter to the congregation
- c. Create and update slides for announcements (on TV Screens for weekend worship services)

2. Coordinates Events

- a. Maintain the Official SJL Calendar
- b. Rental Contracts

3. Coordinates Volunteers

- a. Assists Usher Teams and Elders for their weekly service, creates and provides a weekly information guide for their service

4. Coordinates Life Events with the Administrative Assistant (at the Window)

- a. Assists the Pastors and Director of Family Life and Youth with life events (such as Baptism, New Member Class, First Communion, Confirmation, Marriage, etc.)
- b. Takes reservations, follows-up, and coordinates volunteers to serve

5. Assists in Scheduling Visits and Appointments for Pastors and Church Staff

6. Assists in providing information as requested from Boards, congregational members, and other church groups

7. Substitute for Administrative Assistant (at the Window) in the event of illness, personal days, or vacation

- a. Scrip Sales
- b. Greeting guest and visitors
- c. Window/phone/email
- d. Provided direction to where guests need to go in the building
- e. Parent/visitor contact
- f. Sick kids
- g. Calls home