

## **JOB DESCRIPTION**

Title of Job: Office Associate (Limited Part-Time, 16 hours weekly)

### Summary of Job:

Perform the record keeping, reporting, communicating, scheduling, data entry and receptionist functions for Grace Lutheran Church, its pastor and lay staff.

### Supervision:

Ultimate authority – Congregation Council acting on behalf of the Congregation  
General guidance and direction – Business Management Committee  
Day to day supervision – Pastor

### Major Job Tasks:

1. Perform all data entry to maintain church membership records including the parochial register, and prepare related external and internal reports regarding members added and removed, member deaths, member and Sunday school attendance, confirmations, baptisms, weddings and the Church Directory.
2. Maintain records of all formal congregational documents including its Constitution, By-laws, Continuing Resolutions, Policy and Procedure Manuals, Minutes of Annual and Special Congregation Meetings, Council Meetings and Congregation and Council Committee Meetings.
3. Coordinate the annual and monthly church calendar for scheduling Church Congregation, Council and Committees' meetings and other activities, and use of church facilities by other individuals, groups and organizations.
4. Courteously perform the receptionist functions of receiving, greeting and directing incoming visitors, telephone calls and e-mail messages.
5. Perform the communications functions of preparing and distributing church service bulletins, newsletters and e-mail notices to the Congregation, the Annual Report, time and talent materials and pledge forms and distribute meeting minutes and other communication documents as necessary.
6. Perform clerical and other support services for the Pastor.
7. Provide data entry and other support services to the Council and Church Committees and organizations as requested and approved by the Pastor.

8. Prepare checks to vendors for signing and distribute as appropriate.
9. Control inventories to maintain the availability of postage, office supplies and materials and coordinate maintenance of office equipment.
10. Monitor the issuing and retrieving of the church building's external and internal keys.
11. Coordinate the work of the congregation's volunteers who may assist with the performance of this position's job tasks.
12. Assist in maintaining an up-to-date Office Associate Procedure Manual.
13. Protect confidential information from unauthorized disclosures.
14. Perform other congregational related office activities as requested.

Required Education/Knowledge, Skills and Abilities:

1. High School graduate with strong communication, social, organizing, clerical and numerical, word processing, Internet and other computer skills, and ability to legally drive an automobile.
2. Minimum of two years knowledge and experience with general office procedures and common office equipment preferred.
3. Knowledge and experience with use of the church's Shepherd Staff software, "Word" and "Excel" preferred, and understanding from experience of how church records are maintained.
4. Ability to meet and greet people in a courteous manner in person and over the telephone and speak and understand English.
5. Good listening skills and ability to maintain confidentiality.

Work Environment:

Work is performed indoors in an office with appropriate heating, cooling and lighting. The Office Associate is sometimes the only person in the office area and the church building. Frequently people may be in the office area and other rooms elsewhere in the building.