

JOB DESCRIPTION FOR

PARISH SECRETARY/ADMINISTRATIVE ASSISTANT

Background

East and West St. Olaf Lutheran Churches have functioned as two independent congregations for over 150 years. They have also worked together as one parish in a few specific areas; one of those areas is jointly employing a parish secretary/administrative assistant. The person who currently holds this position is retiring after more than ten years of commendable service. Listed below are the basic tasks currently performed by this person. Much of this will remain the same for the next person we hire. A great deal of this list may be modified, however, as we explore more effective ways to accomplish our mission and depending upon the gifts of the person we hire.

Overview

It would be desirable for this person to have extensive knowledge of congregational dynamics and a respect for the Christian faith. Serving as a kind of hub for the communications network of the parish, we are seeking a person with good communication skills – both written and spoken – who can represent the parish in the best possible light. The ability to keep confidentiality (and the discernment to know what must be kept confidential) is essential for the person we hire. A certain flexibility of schedule is necessary for this position depending upon the needs of the parish. (For example, extra hours are needed to compile the congregational annual reports and funeral bulletins must be published on rather short notice.) Since computers and internet usage are essential to this position, a decent knowledge of these is needed. We are not assuming an expertise in every aspect of computer and internet usage; training would be provided as needed. This job has averaged 15-20 hours per week.

List of Duties Currently Performed by Parish Secretary/Administrative Assistant

General Secretarial and Receptionist Duties

1. Open, sort and distribute **mail** to church boxes.

2. Prepare, print and collate **Sunday and special service bulletins**. Folding done by folding machine. **Uses Microsoft Word.**

- Enter prayer lists, schedules, announcements, contact information.
 - Pastor provides worship information. Merge into bulletin checking for accuracy, and adding misc. music, prayer for sick and congregations for East. Prepare general prayer sheet for West and leave on pulpit.
 - Cut inserts for bulletins when needed.
 - E-mail copies of bulletins to Lowell Gilbertson for website in PDF format and 2 pages per sheet.
 - Distribute bulletins to Churches.
 - Apply address labels and mail about 16 Sunday Bulletins each week.
3. Prepare, print and collate **monthly newsletter**. Folding done by folding machine. **Uses Microsoft Publisher.**
- Collect information from a number of sources.
 - Apply address labels and sort by zip code for bulk mailing. Take to Byron Post Office.
 - Convert to PDF file and e-mail it and monthly calendars to Lowell Gilbertson for website.
4. Deliver **next month's scripture readings** to West Church for deacon.
5. Prepare **monthly calendar for newsletter and bulletin boards.**
- E-mail or give to Byron, Dodge County Independent, and Hayfield and Stewartville papers.
6. Deliver **quarterly devotional books**, Christ in Our Home, to the churches.
7. Prepare **Certificates** for Baptism, First Communion, Confirmation and Marriage.

8. Handle **requests made by various organizations** of East and West St. Olaf.

9. Handle **correspondence** as requested by the pastor.

10. Prepare **WELCA hand books** at the beginning of the year.

11. Answer incoming calls and assists anyone coming into the church office.

12. Update **telephone answering machine**.

13. **Back up computer files** monthly to a flash drive.

14. Clean master feed roll on **duplicator** about every two weeks. Clear paper feeding problem if needed. Replace ink cartridges and master rolls.

15. Replace toner on **copier**.

16. **Purchase supplies** for office and Church.

17. Schedule **photographer** and order **corsages** for confirmation.

Church Records

1. Under the direction of the Pastor, maintain & update the **permanent church books** for Baptisms, First Communion, Confirmation, Marriages, Membership and Death records.
2. Provide the above information and change of address information to Gary Kearns to maintain the **computerized membership data base**.
3. Track **communion** participation.
4. Generate, print and collate **annual reports**.
 - Collect information from a number of sources.
 - Apply address labels, sort by zip code for bulk mailing. Take to Byron Post Office.
5. Prepare **annual parochial report**.

Calendar of Congregation

1. Maintain the **activity calendar** of the congregation.

Maintain the **Master Schedule** for the use of the West St. Olaf Church & Chapel and the East St. Olaf Church.

Accountable to: East & West St. Olaf Councils and the pastor.

Desired End Result: With the proper direction and support, the Parish Secretary/Administrative Assistant, will ensure the accuracy of the duties assigned. This person will tend to their clerical responsibilities in an accurate and efficient manner, greet and help all visitors at the parsonage and always seek opportunities for improvement.

To apply for this position: Email your resume to Pastor Darby Lawrence at RevDarby@gmail.com.