

**Christ Our Savior Lutheran Church**  
Job Description

Job Title: **Administrative Assistant**

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Reports To: Church Council & Pastor  
Approved By: Church Council

November 9, 2020

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### **Summary**

This position is primarily responsible for serving the church by providing administrative support to the Pastor and Church Council, and for supporting the operational needs of the church ministry by performing the following duties listed below.

### **Essential Duties and Responsibilities**

- Receive incoming phone calls, answer questions, and provide information whenever possible
- Sort mail and take messages for Pastor and staff
- Schedule appointments, handle correspondence, take notes from meetings, and provide other general clerical tasks as assigned by Pastor or Church Council
- Prepare and distribute weekly bulletin for worship, including both physical and digital copies
- Ensure that office files are up-to-date and well-organized and that office equipment is clean and well-maintained. Order office supplies as necessary
- Maintain schedule for special services such as baptisms, weddings, and funerals
- Type sermons for the Pastor as requested. Transcribe and edit sermon recordings
- Proofread written materials generated by the Pastor as requested, such as bulletins, articles and manuscripts
- Ensure that appropriate and accurate accounting and membership records are maintained including accounts payable, payroll, balance sheet, general ledger, bank accounts, investment & tax reporting, and membership statistics
- In coordination with church treasurer, ensure that all church regular expenses, including utilities, mortgage, insurance, membership fees, subscriptions, payroll, and other expenses necessary to conduct church business are paid, on time, each month
- Coordinate and schedule outside use of facilities

- Coordinate with appropriate committees and contractors as needed to maintain facilities
- Provide basic maintenance for hardware and software necessary to deliver services provided by church ministries
- Provide a weekly written update to Pastor and Church Council regarding church ministry operations and other notable events for the previous week
- Cooperate with the Pastor and Church Council by performing any other duties when asked to do so
- Full-time employees are expected to work a 40-hour work week. Part-time employees are expected to maintain a weekly schedule as prescribed by the Church Council
- Attend, at a minimum, one Sunday worship church service per calendar month to maintain familiarity with church operations
- Assists with other administrative duties as requested

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice as the church shall, in its discretion, modify or adjust the position to meet the church's changing needs.

### **Attendance**

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

#### Intellectual

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

### Interpersonal

- Internal Communication - Listens and responds well to others (oral, written or nonverbal input); demonstrates attention to and conveys information, ideas, facts or messages appropriately and effectively.
- External Communication - Develops and maintains courteous and effective working relationships with vendors and/or any other representatives of external organizations.

### Organizational

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures.
- Business Necessity – The needs of the church may be dependent on responding to and anticipating rapidly changing external and internal demands in all aspects of how ministry is conducted. Therefore, it may become necessary to make modifications to how ministry is conducted and work is accomplished, with minimal or no advance notice to employees. Accordingly, the employees must be capable of adapting, with minimal or no advance notice, to changes in how ministry is conducted and work is accomplished, with no diminishment in work performance.
- Safety and Security – All employees are responsible for observing safety and security procedures as applicable and reporting potentially unsafe conditions to the Board of Trustees.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience** - High school diploma or general education degree (GED); and between one and two years related experience and/or training; or equivalent combination of education and experience.

- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups and individuals.
- **Computer Skills** - To perform this job successfully, an individual should have knowledge of: Accounting Software (QuickBooks); Internet Software (Web Browser); Spreadsheet Software (MS Excel); Word Processing Software (MS Word); Electronic Mail Software (Outlook); and Presentation software (PowerPoint).
- **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl; stand and walk. The employee must occasionally lift and/or move up to 19 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually minimal.

### **Work Authorization**

Must be authorized to work in the United States.

### **EEO Statement**

All qualified individuals, including minorities, women and people with disabilities are encouraged to apply.

### **Acknowledgement**

I have read and acknowledge receipt of this job description and agree to perform the responsibilities as described above. I understand this job description is intended to describe the

general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of employees who hold this position. This job description is not a contract, and may be adjusted as deemed appropriate at the church's sole discretion.

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Church Council President Signature

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Employee Signature

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Date

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Date