

Living Word Lutheran Church
Job Description

Position Title: Office Secretary (part-time position)

Reports to: Senior Pastor

Position Summary:

To serve as the front line for the church operations and provide secretarial support to the Pastor, Congregational Board and ministries.

Qualifications:

- Must be able to work well with people, organize materials, serve as a liaison with vendors/contractors, and coordinate events.
- Self-starter who can work independently, recognize needs/opportunities, and initiate suggestions to improve church processes.
- Must be able to multi-task, work under pressure, remain flexible, and possess strong and effective verbal and written communication skills.
- Must have computer skills with proficiency in the Microsoft Office suite of products and some photo editing skills.
- Must have the ability to learn and update the church website.
- Must be able to use discretion and maintain confidentiality.
- Must possess a teachable spirit.
- Must have experience as an office secretary or office assistant.

Responsibilities:

In general, see that the operational needs for Living Word Lutheran Church are identified, evaluated, and addressed.

1. Oversee the duties/responsibilities of the office, including acquisition, care and supply and equipment needs, files, phones, mail, etc.
2. Serve as the primary receptionist, including greeting walk-ins and processing information for the Pastor, Congregational Board, and ministries.
3. Provide special functions/event logistics support.
4. Coordinate and work in close liaison with the Pastor, Congregational Board, Worship and Music Committee, and Building Use and Decor Committee.
5. Oversee the church office, the church calendar, and schedule the use of all rooms in the building.
6. Maintain the weekly and monthly production schedules, to include the weekly order of worship and weekly newsletter and coordinate with the Facebook liaison on periodic updates.
 - a. Write and format church announcements and pertinent information for the Sunday order of worship and email distribution to the congregation on a weekly basis.
 - b. Produce and assemble the weekly order of worship and weekly newsletter (Lifeline) and ensure they are available for each Sunday worship service.

- c. Prepare and maintain the weekly PowerPoint for presentation on the big screen in the Narthex.
 - d. Update the church website on an as needed basis.
7. Provide support to the Human Resources Committee, including maintaining personnel records and overseeing background investigations of personnel involved with children.
 8. Oversee the maintenance of all church records, both electronic and hardcopy, prepare reports as required. Maintain church archives.
 9. Fiscal management
 - a. Oversee purchases in the operation of the Church in accordance with the approved budget and current cash flow and maintain relationships with vendors.
 - b. Collect timesheets (Office Secretary and Building Custodian) and submit them to the bookkeeper in a timely manner.
 10. Congregational Support
 - a. Be prepared to assist the congregation with functions/events at offsite church locations. Ensure all material necessary for Sunday worship and all activities conducted at that time are transported to the worship facility.
 - b. Oversee weekly and monthly communications and projection for worship services.
 - c. Work with the Congregational Board and ministry leaders to effectively communicate with the congregation.
 - d. Maintain cheerful demeanor and collegial working relationships even in times of stress.
 11. Oversee the Building Custodian to ensure the building is up to standards in cleanliness.

This is a part-time hourly wage position, 9:00 a.m. to 4:00 p.m., Monday through Thursday, half hour at lunch, 26 hours per week.