

**Position Description: Administrative Assistant
United Lutheran Church, Oak Park, Illinois
October 2023**

Overview

The administrative assistant shall be employed by the congregation council with regular supervision provided by the pastor.

Broadly, the administrative assistant supports the mission of the congregation by operating the office in an orderly and cordial manner, handling correspondence and reports, assisting the pastor in the maintenance of congregational records, and conveying accurate information to and among church members.

Requirements: Excellent interpersonal, communication, organizational and computer skills (Microsoft Office). Salary commensurate with experience.

The position is part-time, approximately 10-12 hours per week, with some flexibility in hours depending on the season of the church year. If needed, various sections of this position may be divided among multiple people, with a clear understanding of each person's specific responsibilities.

Receptionist and General Office

- Serve as a receptionist to the church office, understanding that the administrative assistant might be the first point of contact with United Lutheran Church for some people.
- Take incoming phone calls, direct them to the proper person, keep an incoming call log, check voicemail for messages, and outgoing calls as needed.
- Respond to the telephone requests for information and assistance.
- Respond to the primary office email account.
- See that mail is posted, obtaining postage, printing mailing labels and labeling envelopes.
- Write and mail acknowledgement of memorial gifts.
- Order supplies needed for the office as well as for the altar guild and other congregational needs.
- Order flowers for church services as requested.

Communications

- Prepare worship bulletins, prayers of intercession and other items needed by worship leaders on a weekly basis.
- Collaborate with the pastor to create and send Midweek Moments (a Thursday morning email of announcements, currently sent by MailChimp).
- Prepare special events materials (flyers, posters, etc.) at the direction of the pastor or council president.
- Work with the pastor, congregation officers, or committee heads to produce and disseminate public relations materials as needed.
- Help to keep the congregation's website current.

Building Management

- Coordinate with respective committees and/or the pastor regarding scheduling and use of the building facilities by activities of the congregation as well as outside groups.
- Add to, modify, or delete events on the congregation's calendar (currently kept as a Google calendar online) as dictated by congregational events and outside groups.

- Post calendar weekly in fellowship hall and in the lobby.
- Monitor potential building use conflicts and contact respective group leaders, if necessary, in order to allow for multiple spaces within the building being used at any specific time.
- Draft building use agreements for outside groups intending to use the facility and circulate them for the appropriate signatures when the agreements are finalized. Maintain a binder of all current building use agreements, including notations about any payments that are received for each agreement.
- Provide tours to potential new users of the church building.
- Maintain a collection of keys for all locked doors and cabinets belonging to United Lutheran Church. Record the name and basic contact information (phone number and email address) for each person who has been issued a key. Inform key holders about the congregation's key policy and collect key deposit and key replacement fees when appropriate.
- Keep files of maintenance agreements, service and repair visits, arrangements with utility providers, insurance, product and installation manuals, and all other documentation needed for safe and efficient management of building related systems.
- Open the building as necessary for property maintenance and repair technicians.

Records and Directories

- Assist the pastor with the upkeep of the congregation's database and the maintenance of official church records, including membership, accessions, baptisms, confirmations, funerals, membership transfers, attendance, communion, and others as directed by the pastor.
- Assist congregation members in logging onto and using the congregation's online membership database.
- Prepare and maintain an online database of committees and other congregational groups.
- Keep paper and electronic files of current congregational activities and communications. Periodically box up older records to be added to the congregation's archives.
- Prepare current congregational directory as needed.
- On occasion, prepare certificates of baptism, confirmation and marriage.

Annual Reports

- Prepare the annual report for the congregational meeting.
- Prepare the annual report for the Evangelical Lutheran Church in America.
- Prepare periodic reports required by the ELCA.

Financial

- Pay bills on a weekly basis.
- Email payroll hours to ADP twice a month, print out paystubs for employees, and payroll reports for the financial office.
- Deposit checks and cash at Chase Oak Park branch using ULC Business ATM card at drive-up ATM or inside
- File monthly bank statements in financial office.

Other Duties

- As assigned