

Administrative Assistant

POSITION SUMMARY: Under direction, the administrative assistant will: Perform secretarial, clerical, creative, and receptionist duties for the Immanuel Lutheran Church office using judgment and direction; use a computer for word processing and membership data summary; use other standard office equipment such as a photocopy machine; be responsible for church postage, mailings, office and worship supplies. A more complete summary of duties follows below.

WAGE RATE: Starts at \$12.25 per hour.

WORK SCHEDULE: The administrative assistant will promptly report for work during regular church office hours: 9:00 am through noon Monday through Friday. A typical work week is 15 hours. Hours may vary to a maximum of 20 hours per week. Schedule modifications shall be arranged with the pastor. Some flexibility in office hours is available.

QUALIFICATIONS: The applicant must have:

- 1) Good organizational skills and ability to maintain a filing system and calendar for the congregation.
- 2) Outgoing, friendly, and patient when working with people.
- 3) Fully qualified skills in word and data processing and mathematical computations.
- 4) Knowledge of appropriate spelling, grammatical usage, and punctuation in composition.
- 5) Ability to maintain a satisfactory working relationship with church staff, the congregation, and the general public.
- 6) Secretarial/ office training or previous secretarial experience preferred.
- 7) Ability to handle confidential material and information responsibly.
- 8) Background check required.

ACCOUNTABILITY: The administrative assistant is directly accountable to the pastor of Immanuel Lutheran Church alone for the performance of his/her duties. Any requests, concerns, or complaints by members that involve this position should be brought before the pastor. Any other services requested of the administrative assistant, not prescribed in this job description, shall be performed as "other duties as assigned" by the pastor after full discussion with the administrative assistant. Effective time management is a shared responsibility between the pastor and the administrative assistant.

GRIEVANCES: The administrative assistant may express personal concerns, questions or complaints about the job to the pastor. If the administrative assistant does not want to share a problem with the pastor, he/s she may inform the president of the congregational council. After exhausting this course, the administrative assistant may bring a grievance before the congregational council. All information shared shall be kept in strict confidence.

NOTIFICATION OF ABSENCES AND VACATING THE POSITION: The administrative assistant will notify the pastor, or the president of the congregational council if the Pastor is unavailable, of any planned absence or absence due to illness. The administrative assistant will provide a minimum of two weeks' notice in writing prior to permanently leaving the position of her or his own volition.

PROBATION PERIOD AND PERFORMANCE EVALUATIONS: A three-month probation period will be observed to allow time for training and evaluation of the employee. A performance evaluation shall be conducted by the pastor after 90 days of employment during the probation period. The administrative assistant can be dismissed without recourse to any further due process of financial obligation on the part of the congregation, any time during the probation period. Performance evaluations will be conducted annually thereafter in April by the pastor. The administrative assistant will also have an annual consultation with the executive committee regarding pay and working conditions for the coming year, prior to the completion of the new budget.

TERMINATION FOR CAUSE: In addition to fully documented poor work performance, reasons for "termination for cause" may include insubordination, violating a law, theft, etc. Termination for cause can occur at any time and shall be effective as of the time notice by the pastor is given to the administrative assistant. The administrative assistant will cease to be paid after notice is given. Any unused vacation and sick leave will be paid on a prorated basis.

TERMINATION WITHOUT PREJUDICE: This phrase refers to the termination of employment for reasons other than "for cause" (see above). The administrative assistant will be given one (1) month notice prior to termination. Any unused paid time off will be paid on a prorated basis.

HOLIDAYS: The church office will be closed on the following days. The administrative assistant need not report for work at those times and will not be paid unless using vacation time.

Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Good Friday
Memorial Day
Independence Day

PAID TIME OFF: After ninety (90) day probation period, thirty (30) hours of paid time-off per year is provided (the first year will be pro-rated based on the employee's start date). Dates for using this time will be approved by the pastor. Paid time off may be used anytime during the year in which it is given – it may not be accumulated, unused PTO will be forfeited.

RAISES: Annual increases in pay will be determined by the church treasurer and approved by the church council each year and if approved by the church's voters at the annual meeting as a part of the budget approval, will take effect on July 1.

SPECIFIC RESPONSIBILITIES

The administrative assistant may:

1. Serve as church receptionist and the pastor's personal secretary by handling all church mail, typing, and correspondence prescribed by the pastor and all basic office responsibilities to include but not limited to: word processing; mailing; correspondence; bulletins; monthly newsletter; annual report; synod, ELCA and other required reports; phone calls; emails; advertising as needed; church directory; church calendar; memorials; membership lists; filing, work with web-site maintainer to keep site up to date with current events.
2. Prepare all bulletins and create power point slides for worship in a timely manner.
3. Maintain the church office area in a manner suitable for handling visitors in a professional manner.
4. Work on creative church bulletin boards to keep announcements and sign-up sheets up to date and invite/ attract people to church and church events.
5. Maintain a database of hymns used during worship services and report hymn usage to licensing agencies.
6. Operate the office computer and photocopy machine proficiently and perform routine computer file backups.
7. Properly enter into the church's permanent records all ministerial acts, receptions, releases of members, etc. in a timely manner.
8. Prepare certificates for baptisms, marriages, new members, first communion, confirmations, etc.
9. Respond to requests from organizations and individuals for the use of the church facilities according to church policy. Assist such user in making required arrangements.
10. Purchase office and worship supplies as needed according to budget guidelines. This may involve the use of personal transportation. Documentation with receipts must be given to the church treasurer for reimbursement.
11. Maintain a system to remind service assistants (readers, communion assistants, etc.) of the dates of service.
12. Assist the financial secretary in counting the weekly receipts. Verify financial secretary's report with deposit slips.

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