



Cross of Christ Lutheran Church

Job Title:	Administrative Assistant		
Description	Church administrative assistant will have responsibility for providing day to day administrative support to the pastors, staff, and the congregation. This position involves communicating, organizing and managing the church office with a variety of responsibilities.		
Location:	Cross of Christ Lutheran Church		
Salary/Wage:	\$13 - \$19 /hour	Position Type:	Hourly Part time (26 - 29 hours/week)
Reporting to:	Lead Pastor	Last Updated:	May 2019

CROSS OF CHRIST PERSONNEL VISION STATEMENT:

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships which have their foundation in the love of Christ.

ROLE AND RESPONSIBILITIES

Communication

- Provide office support with email responses, answering phones, written communication, and tending to the office main door
- Distribute daily mail and coordinate congregational mailings
- Update Website
- Communicate duties to the weekly worship volunteers (sending prayers, scripture and copy of bulletin)
- Prepare and send memorial cards and thank you cards from staff
- Coordinate with Card Ministry team to meet needs of congregational members
- Maintain and Update Prayer list and prayer requests; Communicate to prayer web and staff
- Create a weekly schedule of events and their locations for the narthex. (Friday).
- Maintain flower chart and confirm order with flower shop
- Maintain and update staff agenda for weekly staff meetings

Building Management

- Maintain and update church calendar for staff meetings and events
- Maintain and update church door locks
- Schedule meetings, complete contracts, and renew yearly contracts with member and non-member organizations/groups for building usage.

Bulletins and Office Work

- Prepare and print Sunday worship bulletins, funeral bulletins, and certificates
- Provide informational packets for new member orientation
- Update church brochure when needed
- Keep office forms printed
- Track invoice approvals and forward for payment

Record Keeping and Reporting

- Maintain and Update Membership Records
 - Includes transfers and update in contact information for members
 - Record marriages, births, baptism, deaths, and confirmation
 - Keep updated records of visitors and new member prospects
 - Tend to welcome pads

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- Keep staff updated with any changes to membership and and update on visitors
- Update the ELCA and Rocky Mountain Synod end of the year report
- Prepare the Congregational Annual Report
- Report to the council the summary of giving / attendance records for monthly council meeting

Office Equipment and Supplies

- Order and Maintain office supplies.
- Schedule service work on all office equipment.

Other Duties

- Maintain a professional and orderly work space
- Train substitute admin and find replacement when on vacation or sick
- All other duties as assigned by the Lead pastor
- Provide thirty (30) days advance, written notice to Lead Pastor if Admin wishes to terminate employment

TIME COMMITMENT

- 26 -29 hours per week
- Monday - Thursday 9:00 a.m. - 4:00 p.m. (during regular church office hours)
- Friday 9:00 a.m. - 12:00 p.m. (based upon needs identified by Lead Pastor)
- It is anticipated that during high holy weeks (Christmas and Easter) there might be extra hours needed.

CHURCH RESPONSIBILITIES

- Provide thirty (30) days advance, written notice to Admin if it wishes to terminate employment.

Qualifications:

Required Qualifications

- High level of organizational skills
- Proficient in Computer skills in Microsoft Word, Excel, Publisher, Google Suite, Sign up Genius, Adobe, and Social Media platforms.
- Proficient in formal letter writing
- Courteous in working with lay members and staff
- Ability and willingness to learn new computer programs
- Excellent written and oral communication skills, with particular attention to detail
- Ability to focus on multiple deliverables and deadlines in a fast-paced environment
- Abide by policies in the Employee Handbook including Safe Haven Guidelines
- This position requires a fingerprint and background check upon acceptance. Failure to pass either will result in immediate termination.

Preferred Qualifications

- A personal faith commitment to Christ
- Working knowledge of Mailchimp and Wordpress

Please send resume and letter of interest by May 25 to:

**Cross of Christ Lutheran Church
Attn: Pastor Kathleen Armstrong
12099 Lowell Blvd
Broomfield, CO 80020
karmstrong@cross-of-christ.org**