



# Joy Lutheran Church

*Growing in God's Love*

## Joy Lutheran Church Job Description

**Job Title:** Office Administrator

**Reports To:** Senior Pastor

**FLSA:** Part Time Non-Exempt Hourly

**Approved by Council:** August 20, 2024

**Summary:** Responsible for assisting in maintaining the church office, preparing weekly and seasonal worship material and announcements, and supporting the pastor(s), staff, congregational members, Church Council, and visitors.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Works posted office hours and/or ensures office coverage during office hours
2. Attends weekly staff meetings
3. Provides first point of contact for callers and visitors, screens and admits visitors
4. Provides friendly and responsive service by answering and routing incoming calls, responding to inquiries, and distributing messages
5. Responds to voice and email messages in a timely manner
6. Processes mail, bills, staff credit cards, etc.
7. Maintains official church records online and/or on site; provides non-confidential documents to congregation members when requested
8. Processes facility requests and provides information to Council
9. Maintains the online church calendar
10. Prepares and disseminates the weekly digital newsletter
11. Maintains a close working relationship with the webmaster and provides materials and content for website updates, including links, pictures, documents, etc.
12. Constructs and finalizes the weekly complete order of worship and posts to website
13. Produces Order of Worship in required formats and quantities for worship leaders
14. Prepares the worship slides for all weekly and mid-week services along with any announcements slides
15. Documents prayer requests and disseminates to prayer chain, pastors, and Care Coordinator, as appropriate
16. Produces children's bulletins from data source

17. Creates worship assistant schedule templates and facilitates completion by the worship assistant coordinators; distributes master schedules to coordinators, provides weekly reminders
18. Assists in preparation of JLC congregational meetings by providing statistical information, minutes, online packets, ballots, member sign-in supplies, etc.
19. Assists with synod assembly registrations and reservations
20. Communicates data on visitors to new member coordinators
21. Provides packet contents for new member classes (ministry listing, QR code cards, welcome brochures, letters, membership forms, stewardship information, etc.)
22. On-boards new members: data and photo input, giving numbers, welcome letters, directory access, name badges, mailing lists, ministry preferences, filing of forms to membership books
23. Edits membership information in the database to ensure accuracy (moves, changes, births, deaths, marriages, baptisms, etc)
24. Records weekly attendance information
25. Processes baptism requests and prepares liturgy printouts, baptismal certificates, and gift bags
26. Prepares funeral bulletins, service slides, and Scripture reading printouts
27. Serves as technology liaison for staff technology needs
28. Orders office supplies, requested worship supplies, seasonal devotionals, etc.
29. Maintains narthex bulletin board and promotes fellowship hall bulletin board changeover at least once per year (tear down, new backing, reminder to ministry leads) to ensure displays are current and relevant
30. Maintains narthex volunteer wall by updating and producing ministry opportunity cards as needed
31. Updates and produces welcome brochures when requested
32. Produces welcome cards and QR code information cards for pews in the sanctuary when requested
33. Works with staff and graphics volunteers to create promotional materials for camps, kick-offs, holidays, etc.
34. Schedules PUSH notifications for significant worship time changes, weather events, cancellations, reminders, etc.
35. Provides administrative support for pastors
36. Sources supply pastors
37. Supports the mission and vision of JLC, the Rocky Mountain Synod, and the Evangelical Lutheran Church in America
38. Performs other duties as required by management

**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.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office Applications, Adobe Photoshop, Microsoft Publisher, Microsoft Outlook, Constant Contact systems, Shepherd Staff, and Sign Up Genius.

**Education/Experience:**

High school diploma or general education degree (GED) or Bachelor's degree preferred; and one to two years related experience and/or training; or equivalent combination of education and experience.

**Knowledge, Skills and Other Abilities:**

- Ensure grammatical and technical accuracy throughout preparation and final production
- Ensure accuracy and completeness in all work produced
- Ability to be flexible and adaptive to change
- Strong planning, organizing, and communication skills
- Exemplary attention to detail
- Team player with adaptive skills who demonstrates enthusiasm and commitment to Joy's mission and vision
- Ability to work well with a variety of personalities

**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 stand, walk, sit, use hands, reach with hands and arms, and talk or hear.

**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 moderate

**Acceptance Statement for the Office Administrator Job Description:**

I have read and understand and accept the job description including the qualifications and the requirements of the described position. If I am chosen for this position, I certify that I can and will perform the duties and all responsibilities required for this position.

I understand that Colorado is an at-will state, which means that I may resign at any time and may be discharged at any time with or without cause.

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_