

POSITION DESCRIPTION

OUR SAVIOUR'S LUTHERAN CHURCH

1015 Veneta Ave., Bremerton, WA 98337

- POSITION TITLE: Office Administrator
- EFFECTIVE DATE: to be determined
- REPORTS TO: Pastor, with annual reviews after a 90-day probationary period
- CLASSIFICATION: Hourly, Part-time, with a range of 12-15 hours per week.
- Salary based on experience
- Any change in salary and hours must be approved by Pastor, Finance and Facilities, and the Church Council.
- BENEFITS: One-week paid vacation after minimum employment of nine months and one week paid sick leave each year, non-accruing. The Administrator is expected to assist in finding vacation coverage.
- GENERAL STATEMENT: The Office Administrator is a member of the "Ministry Team" and as such should exercise professional and courteous judgment in dealing with staff, church members, and the public. Quality work should always be produced to witness to the care and concern we all share for our Lord and the People of God called Our Saviour's Lutheran Church.
- QUALIFICATIONS: Experienced in running a small office (self-starter), including responsibility for information technology, internal and external communications, and coordination with support and other staff and volunteers. This experience could be, but not limited to, in a business setting, a not-for-profit organization, or a church.
- Strong people skills: team player and enjoys working with others with a wide diversity of skills, interest, and perspectives.
- Strong communications skills, verbal and written, including ability to manage sensitive and confidential matters.
- Experienced with effective use of technology; ability to use word processing, spreadsheet, internet, desktop publishing, and other office software.
- Resourceful, with strong troubleshooting and critical thinking skills.
- Strong administrative skills (ability to multi-task, well organized, experience producing under time constraints and pressure, etc.)
- Demonstrate honesty, be on time, dependable, and always present a professional demeanor.
- Knowledge and understanding of Lutheran liturgy.

Minimum high school diploma or equivalent. Associate degree or trade school degree desired, but not required.

Must be vaccinated for COVID-19.

DUTIES AND RESPONSIBILITIES:

Support Pastor regarding office duties and determine priorities as advised by the Pastor to ensure completion of work in a timely and efficient manner.

General reception: answer phone, greet visitors, receive and distribute mail, etc. while maintaining confidentiality.

Compile, type, format, print, and distribute to the congregation the monthly newsletter (Joyful News) and coordinate the folding volunteers.

Compile, format, type, print and have the weekly worship bulletins completed prior to service. Currently, the worship service requires Power Point slides in addition to worship bulletins.

Prepare funeral, wedding and other special bulletins when requested.

Supervise all paid or volunteer staff that are hired or volunteer for tasks related to office administration.

Compile, type, format, and distribute to the congregation the Annual Report.

Prepare statistical report of the congregation at the end of the year.

Organize, type, and distribute congregational mailings/emails as needed.

Organize and prepare the necessary paperwork for weddings, funerals, and baptisms.

Prepare/provide materials for Lay Readers and Assisting Minister for each Sunday throughout the year.

Organize and arrange for Easter Azaleas and Christmas Poinsettias orders and pick up.

Check pertinent emails.

Complete background checks on volunteers and new personnel.

Maintain church calendar and congregational records (baptism, death, weddings, confirmation, etc.)

Maintain copy machine and other office equipment; call and be available for service as needed.

Advise Finance and Facilities Committee of building and maintenance issues.

Manage Church Calendar and updates on Google Calendar/OSLC website.

Serve as outside group contact and scheduler; make sure the *Space Usage Agreement* is signed and keys are checked out (coordinate with Pastor).

Update electronic sign.

Publicity: Facebook; email website updates to appropriate people.

Organize bulletin covers upon arrival, copies to Office Admin., Pastor, Organist.

Maintain quarterly devotional books.

Order office supplies and communion/worship supplies as needed.

Record offering envelope updates, order as needed.

Website updates, including downloading Sunday and other worship service to our YouTube account.

PowerPoint presentation for worship each week, in consultation with Pastor and organist.

Maintain the Visitor Dishcloth inventory.

Other duties as assigned, commensurate with normal office procedures.

Approved by Church Council, represented by Council President _____

Date: _____

Employee: _____ Date: _____