

## St. Peter Lutheran Church

### **Part-time Office Administrator Job Description**

The Office Administrator position is vital to the functioning of a well-organized church and its ministries. The position entails several disciplines including, but not limited to; secretarial, interaction with church guests, internal and external communication, working with volunteers, and record keeping. The Office Administrator reports to the Pastor and the Congregation Council and will be scheduled for 12-15 hours per week. Pay will be determined based on qualifications and ability to complete assigned tasks in timely and efficient manner. Starting pay will fall in the range of \$14.50/hour to \$18/hour. The hours are flexible but will be preset and agreed upon by the employee and the employer to establish regular office hours for the church. All work will be in-person. This is a part-time position.

#### **Job Description/Duties:**

**Church bulletins:** Prepare weekly bulletins and material for worship leaders utilizing MS Publisher (or equivalent) and Sundays and Seasons (web based) in cooperation with the Pastor and Director of Music; compose/compile the weekly prayer list, announcements, inserts, etc. Print, fold, assemble and stuff bulletins for all worship services. Distribute worship materials to those involved in each week's services (assisting ministers, service hosts, readers, etc). Prepare wedding, funeral and other special service bulletins as needed.

**Daily Communication:** Receive, respond to and/or forward e-mails in a timely fashion. Answer phone and respond to inquiries within the scope of responsibility. Direct all communications to the appropriate person or take and distribute messages as needed. Handle sensitive information with the utmost discretion.

**Ongoing communication activity:** Greet and assist all members, volunteers and visitors of the church with a high level of dignity and compassion. Meet regularly with the Pastor and other staff members for updates and assignments. Prepare mass mailings and emails for congregational members when necessary (including composing, folding, stuffing, labeling and mailing). Utilize/maintain the congregation's member information database.

**Church mail:** Regularly collect and open all incoming church mail. Sort and ensure mail gets to necessary recipients in a timely manner.

**Church calendar:** Organize and maintain the Events Calendar for the congregation both in hard copy in the narthex and online in the Google Calendar.

**Supplies:** Organize and maintain an appropriate inventory of office supplies. Order supplies for the office, staff, congregation council, church committees and other church groups as requested. Supplies may include: janitorial, paper, computer/printer supplies, postage, devotional material, educational material, worship supplies (Kerry liquid, candles, communion cups and wafers, etc.), and other supplies as requested.

**Other duties may include:** Assist in managing building usage by community groups. Produce and distribute a monthly newsletter. Order seasonal material and supplies (ex. Christmas poinsettias, palms and Easter lilies). Support volunteers in all ministry activities by creating promotional material, printing/copying, collecting and distributing information.

## **Benefits**

A flexible schedule.

A 30 minute paid lunch time is provided during all scheduled work shifts of 6 hours or more.

The Office Administrator will be evaluated after 90 days of employment and again annually with the opportunity to receive merit and/or a cost of living wage increase pursuant to growth in applicable competencies and skills.

The Office Administrator will be entitled to 12 hours of Personal Time Off (PTO), paid at their hourly rate, during the first calendar year of employment. PTO can be used for planned vacations or sick time depending on the needs of the employee. Every effort should be made to plan PTO in advance. Unused PTO will be paid out at the end of each calendar year.

The Office Administrator will be compensated for regularly scheduled working hours on the following holidays if closure of the church office results in missed work opportunity: 4<sup>th</sup> of July, Thanksgiving, and the week between Christmas and New Years. Additional paid holiday time may be offered at the discretion of the Congregation Council.

## **Summary**

The ideal candidate for this position will be a self-starter who possesses the necessary skills to manage an office environment in a church setting with very little supervision. They will have a strong computer background with demonstrated mastery of the Microsoft Office suite including MS Publisher (preferred) or the ability and willingness to learn. They will be able to creatively and effectively communicate information in multiple formats. They will help further our faith community's goal to be an open and welcoming space where all are invited to worship, learn, grow, and support one another. And they will make every effort to support and grow the various ministries of St. Peter Lutheran Church.

St. Peter Lutheran Church, Battle Creek, is an Equal Opportunity Employer. Our policy is clear: there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender identity, marriage/civil partnership, pregnancy/maternity, or sexual orientation.

We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

Because of our work with children, employment at St. Peter Lutheran Church is subject to the successful completion of a background check.

Interested applicants should email a cover letter and resume to [saintpeterelca@gmail.com](mailto:saintpeterelca@gmail.com) no later than Monday February 10, 2025.