

Grace Lutheran Fellowship, Romeo, Michigan
“Know God’s Grace, Grow God’s Family, Show God’s Love, Share God’s Life”

Position: Administrative Assistant

Prerequisite:

In support of the church’s mission statement, the individual must be committed to a personal spiritual development Through an active prayer life and regular attendance at worship and bible study.

Purpose:

To provide support services to the Ministry Staff of Grace Lutheran Fellowship which will further the ministry goals of Grace and provide for the efficient and effective functioning of services and programs of the congregation.

Qualifications:

- A. A sincere desire to serve the Lord and further His kingdom.
- B. Active participation in the worship life of Grace Lutheran Fellowship or another Christian congregation.
- C. Personal characteristics as: mature, responsible, self-motivated, a self-starter, trustworthy, ability to maintain confidentiality, able to meet deadlines, pleasant disposition and neat and presentable appearance.
- D. Skills in typing, filing, computer operation (Microsoft Word), organizational skills, layout/design skills.
- E. Relates well with people of all ages.
- F. Exhibits the attitude of a “team-player” in relationship to fellow team members and Ministry Staff.
- G. Reacts positively to constructive criticism, suggestions or viewpoints of others.
- H. Communicates cordially on behalf of the administrative staff members with congregation members, vendors, and others who contact the church office requesting information or assistance.
- I. A minimum of a high school education. Associate degree preferred.
- J. Previous office experience is mandatory.

Duties and Responsibilities:

The Administrative Assistant

- A. Produce Grace Notes, Powerpoint Worship slides, schedule daily devotions, update outdoor sign when necessary, and any other communication media, (announcements on monitor), within the congregation. Copy, label, number and date all music for the Music Director for Sunday Worship. Maintain records to keep the CCLI license up to date.
- B. Prepare all correspondence and reports on behalf of the Ministry Staff.
- C. Keep accurate files of all correspondence and other printed communications of the congregation, including the Parish Register (red book).
- D. Keep accurate records of members in LCMS and provide accurate reports to the Ministry Staff and/or boards.
- E. Prepare the Annual Report for printing and distribution as well as the Parochial Report to District offices and Synod.
- F. Misc. typical tasks:
 - 1. Telephone: Answer phone, forward calls, take messages.
 - 2. Mail: Sort and distribute.
 - 3. Letters:
 - a. Prepare emails of welcome to all new members.
 - b. Prepare interoffice correspondence.
 - c. Prepare letters as requested by Ministry Staff, including transfer letters, adult instruction letters, stewardship campaign letters, those instructed by boards, etc.
 - d. Prepare the monthly calendar of events.
 - 4. New Members
 - a. Obtain new member application forms from Core Beliefs Class, (New Member Class).
 - b. Enter all new members into the Church Register and Shepherd Staff Program
 - c. Issue a church mailbox, church envelopes, the Constitution and By-Laws, and an agreement form to all new members. Confirmants receive envelopes upon request, and no mailbox is necessary if their family is already a member.
 - 5. Attendance:
 - a. Record church attendance.
 - b. Provide visitor information to Pastor.
 - 6. Church Council Meetings:
 - a. Copy Council Meeting agenda with Monthly Calendar for the meeting.
 - b. Print Treasurer Reports & distribute to Council Members on day of meeting.

7. Voters Meetings:
 - a. Order lunch in advance for members attending the meeting.
8. Supplies:
 - a. Maintain church office supplies.
 - b. Maintain communion supplies, including wine, as directed by the Elders.
 - c. Purchase certificates (Baptism, Confirmation, etc.)
 - d. Distribute devotional booklets and magazines: Lenten, Advent, Portals of Prayer, Michigan Lutheran, Lutheran Witness, etc.
 - e. Purchase all necessary class supplies as requested by the Ministry Staff or boards.
 - f. Keep inventory of pantry, kitchen, and custodial supplies and order accordingly.
10. Maintenance of equipment:
 - a. Schedule all repairs and regular maintenance for all office machines.
 - b. Schedule quarterly bacterial water samples with a trustee. Email Jarrod Murphy at the Macomb County Health Department when sample bottles are low. In July, Jarrod Murphy will contact you regarding this water sample and will draw this sample for us. When results are available, email to: Macomb County Health Department & Board of Trustee Chairman.
11. Schedule:
 - a. Events in the building and/or outdoor pavilion and retain in the scheduling book. Issue a copy of the contract and issue a key fob to the building and collect key fob afterwards. Only members can use the facility unless approved by the Council Chairman.
 - b. Sunday morning Coffee hour September to May. In June-August set up coffee for Sunday morning Bible Study.
 - b. Appointments as directed by the Pastor.
12. Regularly stuff and clean mailboxes.
13. Prepare and distribute Membership Directories every 4-5yrs. with Cathedral Directories.
14. Update and maintain Announcement Wall.
15. Assign key fobs to appropriate staff and lay leaders.
16. Keep accurate records of people who have key fobs.
17. Track and log Petty Cash.
18. Perform other tasks needed to maintain an effective and efficient office environment.
20. Preschool
 - a. Assist Preschool staff with phone calls, ordering, as needed by their staff.

Accountability:

A. This individual is responsible to the Elders with daily supervision by the Pastor.

B. This person will assist the various congregational boards and committees in communication and coordination of their ministries through the distribution of information internally and externally.

Date Written: _____

Date Approved: _____

Date Revised: _____