**Administrative Assistant Position**

**Christ Lutheran Church, Fileys**

Revised 7/26/2022

Immediate Supervisor – Pastor

Alternates in the Pastor’s absence – Council President, Council Vice-President

The position is Monday through Thursday, 20 hours per week. The starting time should be between 8 and 9 AM each day. Once the schedule is determined it should be consistent each week. All schedule changes must be preapproved by the Pastor.

1. All changes in the work schedule must be preapproved.
2. A time sheet will be submitted bi-monthly to the Pastor.
3. Wages will be paid at the end of the current period for the prior pay period.
4. Overtime will be paid at the regular rate for under 40 hours per week and time and a half for over 40 hours per week in accordance with IRS regulations. All overtime must be preapproved.
5. Salary for the year includes 2 weeks (20 hours each) of paid vacation. During the first year of employment, one week may be taken after completion of six months’ work; the second week may be taken at the end of the next six months.

Mileage will be reimbursed based upon the IRS standard mileage reimbursement rate.

1. Mileage will be reimbursed from the church to the destination and back.
2. All mileage must be preapproved by the Pastor.
3. A mileage log will be submitted monthly to the Pastor. The log will include date, miles, and reason for the trip.
4. Mileage will be reimbursed by the 15th of the following month.

**Duties of the Administrative Assistant**

**Bulletins**

1. Create a bulletin using Sundays & Seasons Liturgy and Music. Print the children’s bulletin from Sundays and Seasons. Create a PowerPoint to use in conjunction with the bulletin.
2. Bulletin inclusions:
3. Flower donations
4. Announcements
5. Daily Readings
6. Offering and Attendance
7. Volunteer schedule – ie. Assisting Minister, Lector, Acolyte, Cross Bearer, Greeter, Altar Guild, Cantor, Sound Crew, and Fellowship.
8. Include thank you for guest musicians, speakers, or supply pastors.
9. Update prayer list.
10. Provide and update Council information on the bulletin as instructed by Council President.
11. Email a draft of the bulletin and announcements to the Pastor for review and approval prior to printing. Email PowerPoint for approval before downloading on sound computer.
12. Email/send out final Sunday bulletin and readings to the Worship Leader/Pastor, Lector, Assisting Minister, Cantor, and Music Director.
13. Prepare the Worship Leader/Pastor, Assisting Minister, and Music Director’s binders for the worship service, including full-service highlights. Prepare paperclip copy for sound crew and cantor.
    1. Highlight the Assisting Minister information.
    2. Include announcements in Pastor’s and Assisting Minister’s binders.
    3. Place the children’s bulletins at the entrance of the sanctuary.
14. Prepare and download PowerPoint of Sunday worship.
15. Mail paper copy of announcements to shut-in and those who request.
16. Send electronic copies of announcements to all others with email addresses.

**Letters/Email**

1. Send acknowledgement letters for Memorials to the donor and family of the deceased.
2. Record Donations.
3. Email log to Memorials coordinator to record in memorial book.
4. Prepare postcards for congregational meetings. Send two weeks prior to the meeting date via mail or email if applicable.
5. Prepare other letters as requested by Pastor or Council.
6. Forward Thrivent deposits to Treasurer and Financial Secretary (Financial Secretary sends acknowledgements).
7. Forward Staples emails to office supply coordinator.

**Newsletter** (ON HOLD)

1. Prepare a monthly newsletter using Newsletter/Newsletter.
2. Include information from members, mail, announcements, Council, and Pastor.
3. Mail/email the newsletter to members by the first of the month.
4. Post newsletter on bulletin board.

**Records/Roll Books**

1. Update member information in the Servant Keeper software.
   1. Contact information, addresses, email addresses, and phone numbers.
   2. Deaths, births, baptisms, marriages, confirmations, etc.
2. Update member’s birthdays and baptism lists.
3. Review rolls once a year with the Pastor.
4. Record communion cards in Servant Keeper Contribution Software. Request communion cards to be completed at least twice a year (Easter and Christmas).

**Communication with Shut-ins**

1. Update shut-in records and include in the newsletter.
2. Mail the weekly readings, announcements, and newsletter and other appropriate materials to them.

**Annual Reports**

1. Prepare and complete the Annual Synod Report with Pastor by February 1 each year.
2. Prepare the Congregational Annual Report.
   1. Use card stock for covers.
   2. Compile all reports and lists from Council members, Treasurer, Secretary, and Pastor for inclusion in the report.
   3. Update the members, inactive members, active non-members, and deceased members lists for inclusion.
   4. Collate the booklets.
   5. Prepare for distribution to the Congregation by the last Sunday in February.

**Maintain the Bulletin Board**

1. Post the current newsletter.
2. Post announcements and thank you notes/cards.
3. Remove any outdated material.
4. Post the Council meeting minutes and council reports supplied.

**Other Miscellaneous Duties**

1. Sort mail and distribute.
2. All mail addressed to a specific individual **should not** be opened.
3. Checks that come in are to be put into the safe for Sunday deposit with the offering.
4. All mail regarding investments are not to be opened but placed in Financial Secretary folder.
5. Answer phone calls, forward messages.
6. Notify office supply coordinator regarding supplies for church/office, including supplies in supply closet.
7. Order Sunday school materials and books when requested.
8. Schedule volunteers to fold the bulletins and newsletters (on hold).
9. Prepare contracts as designated by Council and maintain a file for the current contracts.
   1. Music Director
   2. Nursery School
   3. Learning Center
10. Maintain building and equipment policy notebook and manage usage.
11. Maintain FaceBook and church website.
12. Maintain Child Clearance records.
13. Follow invoice processing procedures.
14. File annual audit reports for the church and Nursery School.
15. Other duties as requested by Pastor or Council.

**Contribution Management**

1. Secure weekly tellers (2) or assist one teller.
2. Maintain Teller procedures for reporting on Offering Balance Sheet.
3. Record all contributions in Servant Keeper Contribution Software.
4. Mail year-end giving reports from the Servant Keeper Contribution Software.
5. Forward online deposits as received to the Treasurer.
6. Prepare monthly online giving balance sheet and send to the Treasurer.