Position: Ministry Assistant - Computers, Desk-top Publishing

Introductory Statement:
Trinity Lutheran Church seeks to provide for people and grow them into a meaningful relationship with Jesus Christ. The Ministry Assistant will assist the staff with administration and communication so that tasks contribute to the accomplishment of our multiple ministries.

Qualifications:
The Ministry Assistant must see this position as a ministry to and with the people of the staff and the congregation of God known as Trinity Lutheran Church. Commitment comes from an understanding of God's love for us and God's desire for us to share in the community of believers and spirit of Christ's love. A willingness to grow in faith and in this position as Trinity grows is a requirement.
Shall express a willingness and ability to learn and develop new skills.
The candidate must be able to work well with all staff, volunteers and congregational members, children as well as adults.

Specific experience will include
Ability to organize and prioritize tasks, exceptional working knowledge of personal computers both hardware and software, exceptional working knowledge of developing copy ready forms/layouts. Flexible, with an ability to handle multiple tasks simultaneously. Ability to work with detail and accuracy. Ability to organize and give direction to volunteers. Knowledge & maintenance of general office equipment.

Description of Responsibilities

Accountability:
The Ministry Assistant will be responsible to the Administrative Pastor. Opportunity for review and goal setting will take place periodically.

Work Responsibilities:

Emphasize and be a part of the team spirit with the staff of Trinity Lutheran Church and recognize the importance and role of each staff member in the total ministry of the congregation.
Ministry Interpreter Coordinator for Trinity for the synod office.
Publishing: All documents for publication, newsletters, adult ed books, tri-fold brochures, education materials. All publications with the exception of the bulletin announcements, stewardship materials and orders of service. Responsible for layouts, printing of publications. Some publications are sent out for printing on average 3/4 a year, however all design and layout are done, in house and are sent out camera ready.
Computer Technician: Office consultant for all computer issues in the office, perform maintenance on all machines, keep software current & instruct staff on use of software, design and update church's website. Assist staff with computer issues, questions or problems they may have.
Financial Work: Manage budget for the office, maintain Shepherd's Staff Financial System, maintain checking account, savings accounts, etc., disbursements & accompanying paperwork, run all financial reports/distribute, tax deposits, arrange/organize a church audit, organize projected budgets, maintain records for the Board of Pensions, charts and graphs for annual reports, organize projected budgets. Manage budget for the preschool, maintain Preschool funds on Shepherd's Staff, run all financial reports/ distribute copies, help organize projected budgets, arrange/organize a preschool audit, disbursements & accompanying paperwork.
General Office Duties: office manager, phone & personal reception, maintain all office supplies, manage office and form inventory, responsible for order entry points for forms, responsible for agendas and minutes, notify committee members of meetings, prepare agendas and minutes, receive monies for weddings and meetings, ELCA Parochial Report , responsible for all advertising, (ie Leader Telegram, Family Times etc.) layout and design of ads, Church Directory Listing in the Leader Telegram, certificates, sort mail, organize and coordinate and maintain contact with funeral coordinators, organize and schedule volunteers, maintain all general office calendars.