

St. Paul's Evangelical Lutheran Church

Wilmington, North Carolina

Office Administrator

Position Description

The Office Administrator will be the lead staff person in ensuring quality administrative practices in the church office. The Office Administrator will join the ministry team in fostering congregational growth by implementing the policies and goals of this ministry. This position is a ministry to and with the people of God known as St. Paul's Evangelical Lutheran Church.

Qualifications

- ☒ High school diploma and business school education
- ☒ Able to work well with all staff, members, and volunteers
- ☒ Excellent written and oral communication skills
- ☒ Demonstrated leadership and organizational skills
- ☒ An ability to identify and foster leadership in adults and youth
- ☒ An attitude of flexibility and adaptability
- ☒ A sense of humor and energetic personality
- ☒ Ability to be a team leader and supervisor
- ☒ Knowledge of accounting principles and practices
- ☒ Ability to maintain confidentiality
- ☒ Excellent organizational skills with the ability to prioritize and be flexible
- ☒ Knowledge and ability to efficiently utilize computer systems and software
- ☒ Access to independent transportation for occasional meetings, events, errands, etc.
- ☒ An excitement for life in a spiritual community
- ☒ Demonstrated embodiment of spiritual faith and values

- ☒ Ability to manage time well

Description of Responsibilities

The Office Administrator duties are as follows:

- ☒ Maintain a welcoming atmosphere for members and visitors
- ☒ Produce the weekly bulletin for Sunday worship services
- ☒ Produce bulletins as needed for special services, funerals, and weddings
- ☒ Produce and distribute monthly church newsletter
- ☒ Maintain church records in ACS and the Parish Registry
- ☒ Maintain the master Church schedule, coordinate access to meeting spaces
- ☒ Maintain key control
- ☒ Update the church website when needed
- ☒ Produce the yearly Congregational Report and Yearbook
- ☒ Maintain prayer list and create postcards for Wednesday Prayer Group
- ☒ Support administratively all other staff members as members
- ☒ Produce and mail all correspondence for Pastors
- ☒ Produce and mail correspondence for committee members
- ☒ Maintain inventory of all equipment in the office
- ☒ Maintain appropriate levels of office supplies
- ☒ Receive bills and forward to appropriate person for authorization
- ☒ Distribute all authorized bills to the treasurer
- ☒ General office duties: answering telephone, receiving visitors, ordering office and church supplies, copying, faxing, emailing
- ☒ Notify the appropriate person of any equipment malfunction
- ☒ Directly responsible for maintaining accurate records for petty cash
- ☒ Directly responsible for maintaining files and records of all transactions of the church historical files, employment files, and all other communication will be carefully kept with a master list for referencing all information
- ☒ Utilize the volunteer force whenever possible
- ☒ Insure that the office is open every day from 8:30 a.m. to 4:30 p.m. Monday through Friday
- ☒ Maintain professionalism in manner, dress and work habits
- ☒ Maintain strict code of confidentiality
- ☒ Refrain from discussion of any Church business or other employee outside of the workplace
- ☒ The Office Administrator will be responsible to the Senior Pastor

Work Relationships

- ☒ Foster a spirit of joy and loyalty with fellow staff members

☒ Work cooperatively with the Congregation Council, members, and the volunteers of St. Paul's Lutheran Church

☒ Is responsible to the Senior Pastor

Contractual Agreement

Terms of Employment:

A. Expectations: Work a maximum of 40 hours per week. The schedule will be flexible in order to meet the time requirements of the position. Time management skills are very important to maintain effectiveness and personal energy levels.

Our Responsibilities:

A. Remuneration: Pay an annual salary, withholding for taxes, FICA, Medicare, ELCA Pension Health and Retirement Benefits. Your salary will be payable on the 1st and 15th of each month.

B. Other compensation: Continuing Education: \$150.00 per year.

C. Evaluations: The Senior Pastor will conduct evaluation and goal setting annually with recommendations to the Staff Support Committee.

D. The Staff Support Committee will be available to support and encourage the Office Administrator throughout the year.

E. Vacation: Two weeks paid vacation time are included in the yearly salary. Paid holidays are New Years Day, Martin Luther King Day, Easter Monday, Independence Day, Labor Day, Memorial Day, Thanksgiving (2 Days), and Christmas (2 Days).

F. Sick Leave: Ten days per year.

H. Office and equipment: Computer and Internet access provided.

I. We will support the Office Administrator with our love and prayers.