

Zion Lutheran Church, Kerrville TX

Position Description: Office Assistant

Purpose: We are a sacramental and worship-oriented church that promotes Word and Sacraments, prayer, praise, and Bible-centered preaching. At Zion, we are a community of faith, hope, and love and are working to foster our spiritual growth and share the hope God has given us.

Classification: Non-Exempt; hourly, paid semi-monthly; part time, with an average of 15-20 hours/week.

Description: The primary function of this position is to be the backup person for the Church Secretary. This position at times will be the first point of contact for congregants or the public for Zion Lutheran Church. He/She will be the secondary administrative assistant to the Church Secretary & Chief of Staff.

Supervision Received and Reporting Relationship: On an operational level this position works for the Church Secretary. In a performance monitoring capacity, this position is accountable to the Chief of Staff and the ZLC Council.

Responsibilities: In most situations this person is the first point of contact for anyone communicating with Zion, and as such makes the first impression in each interaction. This impression must be Christian in nature, professional and positive.

This position has secondary responsibility for the wide range of administrative duties necessary to accomplish the daily, weekly, and monthly tasks required at ZLC and to coordinate with the pastor and other staff to keep all functions on schedule and minimize conflicts.

Essential Duties:

- Serve as receptionist.
- Organization of reception area.
- Screening and routing of all incoming telephone calls.
- Screen, sort and distribute incoming mail and faxes.
- Screen and answer email as needed.
- Compose and type routine correspondence.
- Maintain a church directory that is up to date.
- Maintain routine filing of paperwork.
- Maintain Parish records (new members, baptisms, weddings, deaths).
- Maintain memorial records and send acknowledgements.
- Maintain and apprise pastor of current list of members hospitalized and shut-ins.
- Maintain and update all standard forms and ministry literature.
- Post weekly worship and communion attendance.

- Mail the Sunday reading to lay readers.
- Help coordinate scheduling for baptisms, weddings, and funerals, including all associated paperwork/certificates.
- Manage membership transfer requirements.
- Prepare new member packets as needed.
- Organization and maintenance of church master calendar of events.
- Type, proof, print, fold and distribute weekly bulletins and inserts.
- Type and copy special services bulletins as required.
- Plan, layout, type and duplicate the monthly newsletter.
- Maintenance of office equipment, service and ordering of required supplies.
- Supervise use of office equipment by members.
- Supervise office volunteers.
- Schedule counseling meeting and other appointments.
- Prepare copies for the pastor and committees as needed.
- Coordinate employee meetings, lunches, etc.
- Assist with stewardship mailings.
- Serve as a backup for the Financial Secretary – issue AP and payroll checks when needed.
- Assist with data entry to the Church software.
- Perform other duties as assigned by the Chief of Staff or the ZLC Council.

Skills and Experience

Required

- Believe that Jesus Christ is his/her Lord and Savior.
- High School Degree.
- Working knowledge of common Church office tools such as Microsoft Office, Adobe, and Constant Contact.
- Typing ability of 20 words per minute error free.
- Proven ability to communicate effectively both orally and in writing.
- Proven ability to work effectively with other people.
- Ability to organize and prioritize time and tasks.
- Proven ability to work with minimal supervision.

Desired

- Education of an associate degree or higher.