

ADMINISTRATOR OF CONGREGATIONAL LIFE

JOB DESCRIPTION

Full Time: 35-40 hours per week

Some weekends necessary with comp time during the week.

Ministry Role: Present and promote a positive image consistent with the image of Emmanuel Lutheran Church through administrative support, event planning as well as telephone and in-person communications.

Roles and Responsibilities

(OFFICE ADMIN):

- Responsible for answering the telephone, directing a response and providing for follow up if appropriate.
- Also act as receptionist to those who visit the church, providing friendly, helpful assistance in a business-like manner.
- Cooperate with the pastor and provide support for church activities including the typing of correspondence, making telephone calls, locating materials, office coordination, etc.
- Order supplies for church holidays including flowers, palms, candles, etc.
- Responsible for making arrangements for repairs of church computers, copy machines, phones, internet and other office equipment.
- Responsible for or supervise the editing, copying, collating, sending to formatter and retrieving for projection all service bulletins as needed.
- Responsible for or supervise other aspects of the worship experience, to include:
 - Updating Prayer List and New and Noteworthy each week
 - Making copies of music used in services that is not in sanctuary books
 - Updating forms
 - Communion & candle supplies
 - Flowers
- Coordinate the weekly online newsletter and the annual report. If there are no volunteers to copy and collate the annual report, the Administrator will complete these tasks.
- Facilitate volunteers to assist with office duties or special pastoral related church projects.
- In cooperation with Admin of Membership:
 - schedule use of building on calendar in church office
 - schedule member/non-member use of fellowship hall along with sending and filing of proper forms
 - schedule items which can be loaned out (tables, chairs, canopy, etc)
 - monitor and supervise custodial staff
- Support the mission of the church through positive actions and attitude.
- Support and cooperate with other staff members. The Administrator of Congregational Life will be directly responsible to the Pastor.

- Other duties as assigned.

(PROJECT MANAGEMENT)

- Provide oversight of congregational and outreach activities and events.
- Work with volunteers to plan and implement events such as, but not limited to.
 - Fall Fest
 - Easter Egg Hunt
 - Women's Christmas Party
 - Kids Against Hunger
 - Blessing of the Pets
 - Thanksgiving/Advent dinners
 - Micah 6 meals
 - All new events that are planned
 - etc.
- Coordinate with volunteers to plan and implement the Open Arms Bible Studies and events.
- Use social media to promote and report on events including facebook and instagram.
- Oversee registration and sign ups using Church Trac software and Church Connect.

I have read and understand all the duties described here. I understand and agree that this job description is not designed to cover or contain a comprehensive listing of activities or responsibilities, and that additional duties may be assigned from time to time.

Administrator of Congregational Life

Date