

# CONGREGATIONAL STAFF DESCRIPTION

*Trinity Lutheran Church, Savannah, Georgia*

## **STAFF POSITION**

### **ADMINISTRATIVE ASSISTANT (Part-Time)**

## **PURPOSE**

To serve as an administrative support resource primarily for the called ministerial staff, as well as being the coordinator for general tasks to be performed in the church office.

## **QUALIFICATIONS**

The Administrative Assistant shall be a committed Christian, Christ-centered and caring in nature, capable of cooperatively working with the appropriate pastoral and ministerial staff, Church Council members and Boards, and interacting with both the public and congregational members. They should have a practical working knowledge of and experience with the use of personal computers and standard business applications, excellent verbal and written communication skills involving English grammar, and the aptitude to serve in a supportive and confidential role.

## **ACCOUNTABILITY**

The Administrative Assistant reports and is accountable to the Senior Pastor.

## **KEY COMPETENCIES**

- Confidentiality
- Verbal and written communication skills
- Attention to detail
- Planning and organizing
- Time management
- Interpersonal skills
- Customer service oriented
- Initiative
- Reliability
- Stress tolerance

## **EDUCATION AND EXPERIENCE**

- Proficient in spelling, punctuation, grammar, and other English language skills
- Training or experience relevant to the position
- Knowledge of and practical experience with personal computers and associated software applications used within a business environment (word processing, spreadsheets, presentation, email and calendaring, database management)
- Keyboarding skills commensurate with the position
- Knowledge of and experience with administrative and clerical procedures
- Proven experience in information and communication management
- Proven experience in producing correspondence and documents

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### **RESPONSIBILITIES**

The Administrative Assistant shall be responsible for, but not limited to, completing or coordinating the following:

- Membership
  - Process and maintain membership files and records
  - Maintain and update the church directory
  - Maintain and update attendance records
  
- Contribution Records
  - Maintain and supervise contribution records
  - Print and distribute contribution statements
  - Assign and maintain offering envelopes
  
- Congregational Communication
  - Compile, reproduce, and arrange for weekly and special bulletins and service folders
  - Compile, reproduce, and arrange for assembly and mailing of congregational newsletters
  
- Volunteer Coordination
  - Create and maintain schedules for communion assistants, acolytes, lay leaders, and others as needed and assigned
  - Create and maintain records, lists, and terms of office for congregational officers and board members
  - Train and supervise volunteer office help as needed
  
- General Duties
  - Serve as the first contact for the church by answering the phone and greeting visitors during office hours
  - Process correspondence as assigned and needed
  - Maintain the master calendar of events for the church
  - Maintain the necessary information, correspondence, and registration information for the Confirmation program
  - Maintain and coordinate the procurement and use of office supplies and equipment
  - Encourage, promote, and support harmony and cooperation within the staff and congregational membership through teamwork and respect of each other as all serve the purpose and ministry of Christ's church
  - Recognize, respect, and maintain the confidential nature of the position
  - Recognize, inform, and consult with the Senior Pastor if they believe they are unable or unwilling to fulfill their commitments to Trinity Lutheran Church