

Redeemer Lutheran Church

Administrative Assistant (AA)

The successful applicant

- Is proficient with:
 - Microsoft Office suite: Word, Excel, and PowerPoint.
 - Database software.
 - Publishing.
 - Scheduling tools.
- Has experience in website maintenance.
- Displays maturity and respect towards private and confidential matters.
- Communicates well face-to-face, on the phone and in writing.
- Works well in a team environment.
- Enjoys new challenges and has a willingness to learn or upgrade their existing skills.
- Able to work independently
- Is a member in good standing of a Christian congregation

Working Conditions

- Tuesday to Friday 9:00am to 1:00pm, 16 hours weekly.
- Flexibility i.e. funerals, weddings, special events etc.
- Paid hourly.
- Works with the Pastor but reports to the Board of Elders.

All duties of the AA will always be performed in consultation with the Pastor and or Elders...

Respect privacy and confidentiality...

General/Ongoing

- Strive for a God-pleasing atmosphere in the office. Neat desk + clear surfaces.
- Program the office telephone system greetings and website with updated information.
- Control Petty Cash and grocery gift cards.
- Newspaper advertisements when needed.
- Provide central contact for church activities.
- Help member groups as needed with publishing and photocopying.
- Ensure adequate office supplies.
- Do basic maintenance on office machines and coordinate service calls as needed.
- Keep records of contracts with Activity Centre renters.
- Maintain statistical information required for congregational, regional and Synodical reporting.
- Keep the church records up-to-date i.e. life events, communion, transfers. Produce associated paperwork for those involved.
- Keep filing cabinets in good order.
- Maintain an archive of meeting minutes – Voters', PPC, boards...?
- Prepare and distribute copies of sermons, funerals, baptisms, and confirmations as needed.
- And other duties which may be assigned by the Pastor or Elders.

Daily (in the office, during posted hours)

- Handle incoming calls by phone:

- Provide information regarding services and other events at the church.
- Take messages as required and deliver in a timely manner using whichever means necessary i.e. notes, phone, text email etc.
- Act as a receptionist:
 - Greet visitors and members and assist as needed.
 - Deal with service people...
 - Assist funeral home staff...
- Handle incoming and outgoing mail:
 - Open mail, sort and distribute postal deliveries.
 - Prepare correspondence for the Pastor or others.
 - Take outgoing mail to the post office.
 - Distribute information to member mailboxes (Canadian Lutheran, Portals of Prayer...)
- When a member is sick or hospitalized:
 - Inform Pastor and Vicar.
 - Inform person sending greeting cards or visiting committee.

Weekly

- Attend weekly staff meetings.
- Prepare the Sunday bulletin. Some weeks will have multiple services: this also applies to bulletins for additional services (i.e. Advent, Lent), Weddings and Funerals.
 - Gather service and event information.
 - Proofread and have approved.
 - Publish using tools on hand (i.e. LSB) and print.
 - Add inserts
 - Provide hymn numbers to music director and keeper of the hymn boards.
 - Mail copies as required.
 - Maintain archival records.
- Send emails regarding activities, funeral announcements, etc.
- Set calendar appointments for Pastor (and Vicar when applicable) for visitations, administering private communion, counselling etc., via electronic synchronization with office system and Pastor's phone/device.
- Supply and maintain Elder's weekly attendance & communion checklist and service record for Sunday services.

Monthly

- Newsletter and calendar + birthday list
- Update the website, online calendar, and blog
- Assemble lists and produce for acolytes, ushers, greeters...
- Publicize Voters' and Parish Planning Council meetings and supply copies of minutes
- Attend Parish Planning Council meetings and appropriately communicate the upcoming plans via bulletins, email, newsletters, website, other media

Annually

- Annual Report – collect reports, format report and publish
- Annual Directory – keep records updated, publish, and distribute
- VBS office support
- Coordinate flowers for special occasions (i.e. Christmas, Easter, Confirmation)