

## **Administrative Assistant Job Description**

### **Christ Lutheran Church Mission Statement**

*Transforming Lives with God's Love*

**Job Title:** Administrative Assistant

**Reports to:** Senior Pastor

**Position Status:** Hourly

#### **Position Summary:**

The Administrative Assistant serves the members of Christ Lutheran Church as the primary contact person among congregational members, community members, business affiliates, and all other communication with or within the congregation. The Administrative Assistant will work with coworkers, congregation members, volunteer leaders and other Christ Lutheran leaders. The Administrative Assistant will contribute to a positive working atmosphere in a team-based setting that supports the congregation's mission. The Administrative Assistant will be dealing with private affairs and must maintain confidentiality at all times.

#### **Skills & Qualifications needed for position:**

- Excellent interpersonal and communication skills.
- Excellent organizational skills.
- Proficient in Microsoft Office Suite, web-based communication, and social media platforms. With training, become proficient in the use of church management software – Power Church.
- Enthusiastic and possess a positive outlook towards others.
- Ability to maintain confidentiality.
- Preferred to be a member of Christ Lutheran Church or a local congregation.

#### **Responsibilities:**

*The primary responsibility is to efficiently and confidentially oversee and manage the Parish Office at Christ Lutheran Church. Oversight and management includes the following functions:*

- To be the point person for congregation communications, physically in the building, electronically by social media, and by phone.
- To ensure that Pastor and Music Director are always abreast of congregational developments, and membership is informed of staff directions and plans.
- To manage and schedule facility usage by members and groups.
- To schedule member volunteers for various tasks primarily related to Sunday mornings.
- To edit and produce a weekly electronic communication to members and friends promoting the activities of the congregation.
- Produce materials as directed by Pastor and Music Director for Sunday services, special services, as well as general correspondence.

# Christ Lutheran Church (ELCA)

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- To order adequate office supplies for the office and congregation.
- To update as needed membership information and records using dedicated commercial church software (Power Church).
- Other assigned duties as necessary.

## Hours of Service:

The approximate hours of the Administrative Assistant are 20 hours weekly.

## Compensation & Benefits:

Compensation for this position will be commensurate with education and experience. The Administrative Assistant reports directly to the Senior Pastor and receives an annual performance evaluation. Compensation is reviewed annually.

## Other:

Christ Lutheran Church has both a Financial Secretary and Treasurer. Payroll and other financial matters, as well as general bookkeeping are handled by those two positions.

The Christ Lutheran Church *Star Bank* Credit/Debit Card may be used by the Administrative Assistant for the purchase of church related supplies and for other uses as authorized by the Senior Pastor and Church Council. Receipts are required.

The Christ Lutheran Church *Staples* Credit Card may be used by the Administrative Assistant for the purchase of church related supplies. Receipts are required.

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Senior Pastor

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President of the Congregation Council

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Administrative Assistant

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Date



**Evangelical Lutheran Church in America**  
God's work. Our hands.