

Office Procedures and Reference Manual of Christ Lutheran Church

Daily:

1. Keep an accurate calendar of all activities relating to church life.
2. Order office supplies such as forms, letterhead, envelopes, paper, etc. (Must stay within budgeted guidelines).
3. Handle incoming telephone calls promptly and courteously.
4. Greet people as they enter the church office and monitor who is in the building.
5. Serve as the general information center for the entire church.
6. Prepare, as needed, any funeral or wedding bulletins.
7. Maintain and update records: births, deaths, address changes, baptisms, confirmations, marriages, funerals, etc.
8. Coordinate groups wanting to use the church facilities and send letters advising of costs and building use policy.
9. Ensure that alarm and heating/cooling systems are working as intended. If not, notify the correct company responsible.
10. Correspondence and administrative support as required.
11. Mail sorting and distribution.
12. Notify Pastor of member hospitalizations, deaths, etc.
13. Scan and email all bills to Church Treasurer and place copies in the Treasurer mailbox.
14. Maintain a current list of key holders and provide keys as needed.

Weekly:

1. Arrange and attend weekly staff meetings.
2. Midweek Update: Send out an informational email identifying the current week's Worship Servants as well as the appointed readings and prayers of intercession.
3. Prepare for Sunday Worship:
 - a. Print weekly worship bulletins using congregational and denominational resources.
 - b. Prepare ceremonial binder for Pastor and Assisting Minister.
 - c. Print weekly announcement sheet.
 - d. Editor of the *Weekly News*.
 - e. Prepare special bulletin inserts as needed.
4. Send letter of welcome to visitors.
5. Back-up files on computer to flash drive.

Monthly:

1. Prepare schedule for Worship Servants (Assisting Minister, Lector, Greeters, Ushers, Acolyte, Visitor Caller, Altar Guild, Counters, Flower Delivery, Sound Board, Lawn Care).
2. Prepare Birthday/Baptism/Anniversary Chart.
3. Prepare monthly Building Use Report and publish monthly calendar.
One copy of each report is posted on the two bulletin boards. One copy of each is given to Pastor and one copy of each is emailed to Peter Kane and David Swinehart.
4. Ensure that bulletin boards are up-to-date. Discard out-of-date items.
5. Ensure that computers have current Norton security protection.

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Annually:

1. Prepare Annual Congregational Report.
2. Prepare Parish Directory and provide current Leadership List.
3. Prepare Parochial Report for the IK Synod and ELCA.
4. Update Leadership List for the IK Synod.
5. Order attendance pads.
6. Prepare and print attendance slips.
7. Perform office supplies inventory.
8. Create a new Excel spreadsheet for the next year's attendance figures.
9. Assist with preparing, printing, and mailing of Stewardship documents.
10. Order 2 hard copies of Sundays and Seasons Resource Planning Book and 6 copies of Calendar of Word and Season.
11. Offer recommendations at budget preparation time in regards to office related expenses.

As Needed:

1. Meet with vendors (copy machine, phone systems, etc.) to negotiate a fair rental fee.
2. Unlock building for various groups, such as Red Cross Blood Drive, Church Women United, etc.
3. Shredding of confidential documents.