**DRAFT: Administrative Assistant**

Lord of Life Lutheran Church: A Reconciling in Christ Congregation

2480 West Granville Road, P.O. Box 340525

Columbus, OH 43234

May 2022

**Congregational Vision:** Lord of Life Lutheran Church is committed to reaching out to others with the love of Jesus Christ. As a community of Christ, we seek to experience God’s grace, love and acceptance through one another. Each of us is empowered to share, teach and give what we have received. We want those who connect with Lord of Life Lutheran to feel embraced by other members and by our Lord, Jesus Christ.

**Position Description:** The Administrative Assistant position provides administrative support and communications expertise for the pastor, staff and church members.

**Responsibilities:**

Administrative -

* Understand and advocate for the mission, vision and values of Lord of Life Lutheran Church.
* As a member of staff participate in team meetings.
* Serve as primary receptionist during office hours, taking calls, processing messages, greeting visitors, vendors and receiving deliveries.
* Maintain member, ministry and office files, records and databases.
* Maintain corrections/changes/transfers and deletions to member profiles, Parish Record Book, recording weekly attendance, written recognition of memorial gifts.
* Process outgoing mail; distribute incoming mail.
* Mail Weekly Reader and sermons to homebound members.
* Maintain Stamps.com account, printing postage.
* Assist Church Administrator in determining annual budget to office expenses.
* Oversee the tasks assigned to office volunteers.

Scheduling –

* Coordinate with Church Administrator in maintaining and updating the church calendar.
* Coordinate scheduling of community groups.
* Schedule Zoom OWL sessions as requested by staff and members.

Communications –

* Collaborate with musicians, pastor, Worship Arts Team, Tech Team to produce print and web-based bulletins. Design weekly worship and announcement slides using presentation software.
* Assists Church Administrator with Weekly Reader design.
* Assists pastor and musicians in preparing bulletins for seasonal worship, weddings, funerals and ordinations.
* File reports with Music License vendors, acquire permission and include copywrite notices in worship materials
* Update website content; design and post website notices of events.
* Design promotional brochures/flyers to support various ministries.

Council Support –

* Update continuing resolutions, bylaws, constitution when required by council action.
* Prepare nomination request letters for Nominating Team.
* Assist with collection and publish nominee background info.
* Prepare ballots for members based on Nominating Team’s instruction.
* Record nominee election results and terms.

**Qualifications:**

Demonstrated integrity, honesty, and confidentiality.

Dependable work ethic; organizational and time management skills.

Proficiencies in word processing, editing, publishing.

Excellent time organizational, time management and interpersonal skills.

Ability to communicate grace, compassionate mercy, and welcoming inclusion.

Compliance with the congregation’s Code of Ethics.

Minimum of 5 years’ experience in roles as administrative assistant/media & communications. This position is not open to current or past congregational members for the sake of healthy

boundaries.

Ability to pass an Ohio Bureau of Criminal Investigation (BCI) background check,

the cost of which is paid by the congregation.

**Pay/Hours:**

Compensation is approximately $30-$35,000 range based on skills and ability. Hours are 28 weekly, with 4 weeks of vacation. Office is closed for 8 holidays. Office schedule: Monday – Thursday, 9 AM – 4PM.

**Reporting Structure:**

This position reports to the Church Administrator. Planned absences are communicated verbally and in writing to the Church Administrator with two weeks advance notice.

**APPLICATION PROCESS:**

We invite candidates for employment to submit a cover letter and resume, to our office email address: [bschooley@acceptingall.com](mailto:bschooley@acceptingall.com), Attn: Pastor Leslie

**Conditions of Employment:**

Performance will be evaluated after 60, 120 days, and thereafter annually.

All staff positions are at the will of the lead pastor and may be terminated with two weeks written notice, with the exceptions of moral malfeasance which results in immediate termination. All terminations may be appealed to the Congregational Council. A four week notice for resignation is requested so that the church leadership may fill the vacancy expediently.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Assistant