

POSITION DESCRIPTION

Administrative Assistant

In keeping with the Constitution and Bylaws of the Evangelical Lutheran Church in America, the Southeastern Iowa Synod, and Bethany Lutheran Church (West Branch, Iowa), the following description of employment for the position of Administrative Assistant is presented.

General Description:

- Supports and assists the pastor and people of God gathered at Bethany in the mission of Jesus Christ through the preparation of resources utilized in congregational ministries and communicating to the congregation important news and happenings in our life together as the body of Christ.

Minimum Qualifications:

1. Education: High School diploma

2. Experience:

- Working knowledge of and proficiency with productivity software including, but not limited to, Microsoft Word, Excel, and Publisher.
- Working knowledge of and proficiency with social media, specifically Facebook.
- Working knowledge of and proficiency with other software programs utilized for purposes of church communication, church website, promotional materials, worship bulletins, etc. (e.g., Canva).

Gifts & Passions Exhibited:

- Love for the church and the people of God gathered in this place.
- A positive attitude and excitement for the work we do together in Christ's name.
- Strong interpersonal skills to foster relationships, build up the body of Christ, and encourage participation of all members in the life of the community.
- A passion to be a welcoming and hospitable presence for Bethany's members, visitors and community members utilizing church building and grounds.
- Faithful and trustworthy in not disclosing sensitive data or conversations with the pastor as it pertains to privileged and confidential information.
- An openness to try new things and seek out additional resources and ways that will assist and enhance the ministry we do.
- Ability to utilize the gift of technology to produce printed materials and digital content to continue our ability to proclaim the gospel online and communicate with the people of God in a variety of formats.
- Be a problem solver.

Primary Responsibilities

- Hospitality
 - Welcomes all who enter the building or communicate with us through phone or email.
 - Responds to inquiries about the life and ministry of Bethany Lutheran in a timely manner.
 - Responds to and coordinates inquiries pertaining to utilization of the building by members of the congregation or those outside the Bethany community as defined by the policies and procedures set by the church council.
 - Assists church custodian and chairperson of building and grounds to ensure adequate supply of products are on hand to steward the church building and grounds. Orders necessary products at their request and approval.
- Communication
 - Is a steward of the church website in maintaining it is accurate and current. Works with the pastor and others as needed.
 - Is a steward of the church newsletter. Works with the pastor and others as needed in the publication of a monthly or alternate newsletter in consultation with the pastor and church council.

- Is a steward of social media platforms. Works with the pastor and others as needed in promoting the ministries of Bethany Lutheran, communicating events and happenings of our life together ensuring all is accurate and current.
- Will be open to and actively seek new opportunities, which may better enhance our ability to communicate with the people of God at Bethany and proclaim the good news of Jesus Christ in our congregation and community.
- Picks up church mail from post office and distributes to appropriate church leaders.
- **Worship**
 - Is a minister of worship in preparing worship materials, specifically the weekly bulletin. Works with the pastor, church musician, worship and music chairperson, and others as needed to ensure the bulletin is accurately and timely prepared.
 - Is a minister of worship ensuring the space is prepared for the people of God to worship by providing Bible readings to the ministers of proclamation (i.e., lectors), marking the Bible, posting hymn numbers, and ensuring there are adequate supplies utilized in worship (e.g. communion wafers, wine, candle oil, etc.). Will assist the pastor and chair of Worship & Music committee ordering necessary supplies.
- **Administration**
 - Is a steward of the online congregational database. Maintains accurate and current contact information for members and visitors.
 - Is a steward of the physical ledger (i.e. “Red Book”) of important life happenings of God’s people at Bethany (e.g., baptism, first communion, funeral, etc.).
 - Prepares report for the annual meeting. Works with the pastor and church council.
 - Completes annual reports to the Office of the Bishop of the Southeastern Iowa Synod and Evangelical Lutheran Church in America. Works with the pastor and church leaders as needed.
 - Maintains adequate inventory of necessary office supplies.
 - Other duties as assigned by the pastor, who serves as supervisor on behalf of the church council.

Physical Demands

- Standing, sitting, bending, reaching and occasional lifting.
- Viewing and typing on computer and communicating via phone.
- Flexibility and availability in emergency situations.

Compensation and Terms of Service

- Compensation: \$15.00 per hour
- Time: Expected not to exceed 10 hours per week
 - Works with the pastor to determine posted office hours.
 - Position will be reviewed annually by pastor and church council as needed.
- Long-term absences: Pastor and church council will enlist volunteers to cover long-term absences.
- Notice of resignation/termination: 2 weeks (designation as an “at will” employee).
- Pastor and administrative assistant will communicate regularly to review duties, performance, issues that arise, and make church council aware of any concerns or changes.
 - This position description is subject to change following the above procedures.
- The executive team will mediate any concerns.
- All offers of employment are subject to a criminal background check.