



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

On the Role and Responsibilities of the Administrative Assistant to the Congregation of St. John's Lutheran Church:

**A Statement of Purpose:**

The administrative assistant position is a ministry of the church which serves the to assist the pastors and people of St. John's to proclaim the Gospel of Jesus Christ.

**The Church Administrative Assistant:**

- shall not be a member of the congregation.
- shall be a person who is self motivated, and also capable of and enjoys working on their own.
- shall be able to take direction from the Pastors of the church.
- shall respect the confidential nature of the information in their custody.
- shall conduct themselves in a way that reflects the love of God in Christ Jesus.

**The Administrative Assistant shall be responsible for:**

- management of the church office including,
  - arranging for the maintenance and purchase of supplies, equipment, and computer hardware and software needed for the operation of the church office.
  - the care of the official documents of the church.
  - becoming proficient with the computer software used in the operation of the church.
  - publishing the weekly church bulletin and other worship materials.
  - providing bulletins, readings, or other worship materials to assistants, lectors, or other people responsible for conducting weekly or special worship services.
  - printing and mailing the monthly church newsletter.
  - welcoming guests during the week, receiving their phone calls, and directing them to the appropriate resources.
- management of the congregation's membership records and making an annual review of those records.
- management of the church calendar and maintaining records and use permits of all outside groups that use the church building and grounds.
- functioning as recording secretary for the church including,
  - assisting with the administrative needs of committee chairs as needed.
  - preparing meeting agendas.
  - organizing committee reports.
  - taking minutes for congregational and council meetings, and publishing those meeting minutes in a timely fashion.
- caring for and supporting the administrative needs of the pastors which may include: assisting with scheduling, printing, correspondence, attending to synodical or church-wide recording and reporting needs, and other clerical responsibilities.
- working alongside the preschool administrators and staff to assist with emergencies or other needs as they may arise.

***Please submit a letter of intent, resume, and three references to the church office.***