

# ADMINISTRATIVE SERVICES EXPECTATIONS

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Word of Life Fellowship – LCMS

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## PRIMARY EXPECTATION

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The primary expectation of an administrative services provider is detail oriented administrative support of the Pastor and the Communications Specialist in order to assist Word of Life Fellowship in building a bigger heaven and better lives.

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## ACCOUNTABILITY

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This provider reports to the pastor and supervises its own volunteers.

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## REQUIRED KNOWLEDGE AND SKILLS:

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Give positive witness of the Christian faith and life.

Commit to uphold the mission, values, vision and strategy of Word of Life.

Relate, communicate, and work well with other church staff.

Take initiative, identify opportunities/problems and apply improvements.

Determine and establish priorities and complete tasks in a timely manner.

Produce quality, detailed work, accurate in spelling, grammar, math, etc.

Be flexible in handling multiple-task responsibilities and interruptions.

Handle sensitive and/or confidential matters appropriately.

Enlist, train and supervise volunteers.

Use computer, internet, Membership Plus, Microsoft Office Publisher, Word, FrontPage, PowerPoint, Excel, as well as QuickBooks, MailExpress and Audacity software to accomplish tasks.

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## REQUIRED ATTITUDES:

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Christ-like Character	Growing
Positive Attitude	Motivated
Self-Starter	Energetic
Dependable	Disciplined

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## POSSIBLE RESPONSIBILITIES:

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### Every Week:

Input new attender info

Prepare maps and schedule guest gift-givers

Send emails to new guests

Send email reminders to volunteers

Input deposits, pay musicians and other bills

Update email database and create bulk email list

Proof and send WordofLife4u

Prepare and print worship order

Update and print name tags

Proof PowerPoint and loop and print guide sheet

Proof, print, fold and assemble announcements and note sheets

Update and maintain website

Update and maintain the master calendar

Charge batteries

Print and/or copy class and/or meeting materials

Organize and input reimbursement receipts

Follow up on RSVP items as needed

Transfer, edit & convert worship service into mp3

Publish worship service mp3 to website  
Update worship service mp3 website page  
Email PowerPoint drafts to PowerPoint designer  
Check financial transactions  
Transfer TakeHome.pak to Laptop  
Scanning documents  
Filing  
Monthly:  
Compare reimbursement receipts and check detail  
Copy reimbursable receipts  
Print and file reimbursement expense report along with receipts  
Review mileage records and prepare reimbursement report  
Miscellaneous correspondence  
Prepare invite packages for new homeowners  
Prepare and send financial statements  
Reconcile bank statement  
Prepare guest gift bags  
Print and replenish brochures  
Reconcile bank accounts  
Calculate mission payments  
Produce and distribute monthly financial report  
Occasionally:  
Write and send in rebates  
Update membership records and contact information  
Update ministry TEAM records  
Suggest, recruit, empower and follow up with people who may be able to complete tasks  
TeleCare follow up

Phone/email Connections Director or TEAM leader and new potential TEAM members  
Prepare correspondence, transfers  
Prepare baptismal & confirmation certificates  
Place orders for books, supplies, equipment, etc  
Sell unused equipment or books on eBay or arrange for donation  
Phone various people, groups, businesses and churches to invite, schedule, follow-up, research, etc.  
Other tasks as suggested by the pastor or according to giftedness

Quarterly:

Assist in distributing quarterly contribution reports

Annually:

Input budget numbers into QuickBooks  
Review and suggest chart of account categories  
Update QuickBooks vendor list  
Prep & send 1099s  
Update Org chart  
Update Strategy brochure

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**WORK ENVIRONMENT:**

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At the Mitschke home office while at least one other person beside pastor and worker is there. The work may be divided and accomplished by more than one person.

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**COMPENSATION:**

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Volunteer or as a contract service. As a contract service, the provider will invoice Word of Life monthly for services rendered with descriptions of the task performed and time taken to work on it. Compensation will be commensurate with training, experience, skills and performance.