

Church Administrative Assistant Expectations

Word of Life Fellowship – LCMS

PRIMARY EXPECTATION

A church administrative assistant attends to the many different administrative duties of the church including managing records, communication, business, facilities and developing volunteers and systems to help Word of Life Fellowship build a bigger heaven and better lives.

REQUIRED KNOWLEDGE AND SKILLS

Gives tangible, positive witness of the Christian faith and life.

Upholds the mission, values, vision and strategy of Word of Life.

Collaborates and cooperates with staff and leaders.

Takes initiative and is a self-starter.

Is fearless and persistent in learning new software, tasks and skills.

Able to work independently without supervision.

Meets weekly deadlines.

Attends to detail, math, spelling, grammar, consistency, conciseness, clarity and visual appeal.

Anticipates needs and prioritizes actions to meet them.

Develops systems to maximize the impact of our ministry and outreach.

Handles sensitive personal matters graciously but firmly and maintains confidentiality.

Has strong computer skills. Is proficient or able to become proficient with Church Community Builder (CCB), Microsoft 365, Microsoft Publisher, QuickBooks, WordPress, Facebook, YouTube, Instagram, Venus Control Suite, ProPresenter and other tools to accomplish tasks.

Seeks, trains and supports volunteers to assist with church administration.

PARTIAL LIST OF RESPONSIBILITIES

Obtain and keep accurate, up to date records of attenders, guests, groups and events in CCB, including new members, baptisms, weddings, deaths, etc.

Encourage and assist TEAM leaders and group leaders in inviting/training attenders to participate in Life Groups or Task TEAMS.

Follow up and encourage attenders who are not connected with a group or TEAM.

Help train and encourage leaders, assistant leaders and attenders to use CCB and other helpful tools.

Work with trusted volunteers to accurately pay bills, record deposits, print reports, collect W-9s in a timely manner.

Work with the Treasurer to manage worker benefits and report taxes accurately before deadlines.

Coordinate with the Properties Team leader to address and oversee facility and property issues, repairs, inspections, etc.

Update and maintain website, including podcasts.

Promote events and classes to the community.

Proof, print, fold and assemble weekly printed materials and other print materials.

Report usage of songs and recordings to our licensing partner.

Produce and maintain ministry forms and literature.

Coordinate scheduling of weddings, premarriage coaching, baptisms, pastoral care, meetings and other events.

Receive, respond, redirect, and/or file mail, email, phone calls and texts.

Schedule and oversee facility usage.

Order, keep track of, and maintain office, worship and maintenance supplies, seeking to receive the best value for the money.

Maintain an orderly and clean office and filing system.

Prepare annual statistical reports for our national organization.

Other tasks as directed by the pastor.

ACCOUNTABILITY

The church administrative assistant supervises their own volunteers, reports directly to the pastor, and is under the guidance of the Leadership Team.

COMPENSATION

Part time position up to 20 hours a week. Compensation will be commensurate with training, experience, skills and performance.

Please send resume to BetterLife@WordofLife4u.com.