**Bethany and East Lemonweir Lutheran Churches**

Bethany - 618 W River St, New Lisbon, WI 53950

East Lemonweir - W8943 County Rd S, Elroy, WI 53929

**JOB DESCRIPTION**

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| **Position:** | Church Administrative Assistant |
| **Supervisor:** | Pastor (with oversight from Bethany Church Council Executive Committee) |
| **Days of Work:** | Daily, Monday through Friday |
| **Hours of Work:** | * Approximately 9:00 AM to 1:00 PM (16-20 hrs. per week)
* Checking of emails or phone messages outside of normal hours of work
* Some work outside of normal hours of work for special circumstances may be required
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| **Position Type:** | Hourly |
| **Overtime Rate:** | Same as hourly rate |
| **Location:** | On site at Bethany of remote  |
| **Job Summary:** | Bethany and East Lemonweir are a two-point parish serving Christ’s Church through the Evangelical Lutheran Church in American (ELCA). We are seeking an organized and detail-oriented Church Secretary to help provide administrative support for both churches. This position is responsible for managing the office, keeping records up to date, and providing clerical assistance. The successful candidate must be able to work independently and be a team player. |
| **Job Requirements:*** Proven administrative experience
* Proficient in Microsoft Office Suite
* Excellent organizational and time management skills
* Strong written and verbal communication skills
* Able to handle confidential information with discretion – develop a high level of trust
* Ability to leverage technology to assist in process, communications, or organization improvements
* Self-motivated, willing to proactively learn new skills, suggest improvements
* Knowledge of church operations, policies, and regulations a plus
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| **Job Responsibilities:**SECRETARIAL SUPPORT TO PASTORAL/STAFF: * Assist with correspondence, telephoning, and any other tasks that might be needed.
* Maintain communications with key people at East Lemonweir on a weekly basis.
* Support Council President with any assistance required.

Receptionist:* Telephone – present positive, warm image; screen calls.
* Messages – check emails, voice mails and act as required.
* USPS Mail – anything with this?
* Appointments – receives and reminds Pastor/staff of appointments.
* Drop-ins – screens according to schedule of pastor/staff and of need.

Administrative Duties:* Purchase/pick up local supplies as needed (office supplies, copier toner, kitchen supplies, other items as needed).
* Keep track of weekly attendance for both churches.
* Update financial giving in Membership Plus program based on counter sheets.
* Maintain church records (Baptisms, Weddings, Confirmations, etc…).
* Assist with maintaining bulletin boards in the Bethany narthex.
* Maintain the appearance in the back of the sanctuary – remove clutter and outdated items.

BULLETIN SUPPORT:* Create and initial draft of individual bulletins for Bethany and East Lemonweir.
* Provide to Pastor for review and after review, print and distribute to each church.
* Contact people as needed for information and create meaning, descriptive announcements for the weekly bulletins for each church.

WORSHIP SUPPORT:* On a monthly basis (prior to the month), create the worship assistant list. Reach out to people for availability prior to creating the list.
* Provide weekly worship readers with readings for the week – send via email or USPS.

CHURCH NEWSLETTER SUPPORT (BEACON):* Responsible for creating the monthly newsletter.
* Solicit content, articles, and relevant information for monthly newsletter.
* Create a well-designed, informative, readable monthly newsletter using information provided or relevant to things required for the church.
* Continually look for ways to improve the newsletter through other church methods, user-friendly designs, or any other options.

SOCIAL MEDIA SUPPORT:* Work with Pastor to determine what information should be provided on social media.
* Provide relevant updates to social media (mainly Facebook) by using creative, engaging, compelling content.

WEBPAGE SUPPORT:* Provide updates to the church webpage as needed.
* Ensure that the content is relative and up-to-date.

FINANCIAL SUPPORT:* Provide quarterly financial giving updates (mailbox or USPS).
* Order annual financial giving envelopes.
* Work with Financial Secretaries (counters) on best approach to counting sheets.

ANNUAL MEETING SUPPORT:* Assist in gathering the required information needed for the annual church report from the main contributors in a timely manner.
* Consolidate the various inputs to generate the annual report and have it available one week prior to the annual meeting.
* Assist the Council President, Treasurer or anyone else in ensuring the annual meeting is efficiently prepared.

MISCELLANEOUS:* Provide assistance with any non-worship services (funerals, memorials, weddings) by creating bulletins, supporting families, assisting with luncheons, etc…

\*\*\*Must be able to occasionally lift up 50lbs. This job also requires some bending and twisting.  |