

# **Administrative Assistant**

Job Description  
Peace Lutheran Church  
621 North Cedar Bluff Rd  
Knoxville, TN 37923-2271

*Approved by Peace Church Council, June 2022*

## **General Job Description**

1. The Administrative Assistant performs administrative, secretarial, and clerical functions for the Pastor, Music Director, Council President of the Congregation.
2. The Administrative Assistant performs receptionist duties in a highly visible and most important public relations role.
3. Confidentiality is paramount due to the sensitive nature of correspondence and verbal communications handled in the church office.
4. Unless other provisions have been approved, the Administrative Assistant will be available in the church office during established office hours which are determined by the Assistant and Pastor and approved by the Church Council. The Administrative Assistant normally works 20 hours per week.

## **Qualifications**

1. Presents a professional appearance.
2. Competent in general secretarial skills
3. Accurate typist with strong organizational and editing skills, detail oriented.
4. Computer and word processing literacy and experience in Microsoft and Apple applications.
5. Needs to present a positive and sincere disposition in dealing with church members and community members, and needs above-average relational skills.
6. Must be able to work successfully with the various personalities of the church staff and church members.
7. Must have the ability to work with interruptions and meet deadlines.
8. Must have the ability to recognize matters of sensitivity and maintain confidentiality.
9. Must be flexible in adapting to new situations regarding changes in the liturgy or other possible changes in the worship format.
10. Needs knowledge of liturgical terminology and the ability to work with church resources.

### **Primary Responsibilities**

1. Answer calls in a courteous manner and direct those calls to the appropriate person.
2. Maintain the posted Master Calendar in the office.
3. Keep the prayer requests current and notify the congregation of any special prayer requests from members.
4. Schedule outside use of the building.
5. Prepare church-wide mailings via the web, email and/or postal service.
6. Prepare worship bulletins, the Peace Weekend Messenger, and worship reminders weekly.

### **Ongoing Responsibilities**

1. Receptionist for incoming phone calls and visitors.
2. Pick up mail from mailbox and post office.
3. Notify Property Committee when problems arise with facilities.
4. Retrieve phone and email messages.
5. Handle building use requests and key distribution.
6. Mail correspondence as needed to the congregation or individuals.
7. Complete simple proofing of outgoing correspondence.
8. Maintain the Parish Register.
9. Maintain up-to-date addresses, phone numbers, etc. (See As Needed #1)
10. Sort and distribute mail to appropriate individuals.
11. Purchase office and postage supplies. Notify Treasurer of all expenditures generated from the office and pass on all bills received.
12. Create graphics, update website (basic graphics, seasonal content), maintain MailChimp distribution list.
13. Remotely check email.
14. Work from home when situations deem this necessary.
15. Make copies for musicians (both digital and print).
16. Copier and computer maintenance and upkeep.
17. Maintain congregation's social media (Facebook, YouTube), and monitor social media of the Southeastern Synod and ELCA.
18. Track attendance.
19. Assist with Narthex bulletin boards, displays and graphics.

### **As Needed Responsibilities**

1. Maintain a current directory and distribute electronically to the congregation in January, May and September. Provide printed copies to members upon request. Upon request, mail printed copies to members who are unable to come to the church.
2. Prepare, duplicate and assemble bulletins for all special services, including Advent, Lent, weddings and funerals.

3. Add mail folders for new members and families. Remove folders when no longer in use.
4. Gather, assemble, print, and send, or email Annual Reports to members.
5. Other duties, as assigned.

### **Accountability**

1. Direct supervision by the Pastor.
2. Initial 90-day review by Personnel Committee.
3. Annual review by the Pastor.
4. PTO specified in the Personnel Policies and Procedures Handbook.
5. Vacation time will be scheduled with the Pastor's approval. **NOTE:** The week before Easter and the week before Christmas are mandatory work days, and time off may **NOT** be scheduled.
6. This job description is subject to annual review by the Administrative Assistant, Personnel Committee, and the Pastor.