

**Amazing Grace Lutheran Church**  
**7160 S. Robert Trail, Inver Grove Heights, MN**  
**[www.aglcigh.org](http://www.aglcigh.org)**

**Position Description**

**Job title:** Office Administrator

**Reports to:** Lead Pastor

**Position Summary**

This part-time position (20 hours per week) will provide administrative support services to the church.

**Essential Functions – Administrative Support**

- Serve as a liaison to the Business Management Team.
- Review and approve prompt payment of expenses as authorized by the Business Management Ministry Team and in coordination with the Financial Secretary.
- Manage the church's main calendar.
- Schedule the community's use of the building by obtaining all required forms per the building use policy.
- Attend council meetings as needed to accomplish essential job functions.
- Manage all copyrights and ensure compliance.
- Compile and complete annual Congregation Report for Synod under the direction of the Lead Pastor.
- Facilitate communication between staff, Council and Executive Committee
- Create and print all worship bulletins and announcements:
  - Worship, funerals and special services
  - Communicate and coordinate with pastor(s) and musician(s)
  - Ensure copyrights/license compliance
- Compile, publish and distribute updated congregational contacts list annually.
- Serve as back-up to the Communications Coordinator for website updates.
- Secure outside printing resources when needed.
- Obtain certificates of baptism, confirmation and weddings.
- Obtain embroidered blankets from vendor for baptism and graduation.
- Receptionist and hospitality duties: answer phones, welcome and assist visitors with needs. It is expected that a courteous, discreet and professional manner be exercised in the greeting and reception of all individuals, both in person and on the telephone. The nature of the church includes dealing with people in crisis, and those with emotionally sensitive issues. A high level of discretion and confidentiality is required at all times.
- Provide office support for pastor(s) and staff as needed.

- Ensure that the office area and personal workspace is maintained in a manner pleasant and acceptable to members and visitors.
- Provide supervision for the Building Supervisor.
- Facilitate new employee onboarding processes:
  - Assign keys and alarm codes;
  - Provide a tour of the building;
  - Forms: I-9, W-4, background check, assign a mailbox, credit card(s). Schedule I.T. volunteer to set up employee's computer (if needed). Schedule time to meet with new employee for orientation of business practices, take a photo for website and wall, use of office equipment, etc. Provide employee with information on use of computer and voicemail.
- Exercise discretion, confidentiality, and professionalism.
- Work as a team member with all staff as well as with members of the congregation and Church Council.
- Complete tasks promptly and accurately, ensuring deadlines are met.
- Maintain church database with accurate household information. Manage database security and accessibility of employees and volunteers to provide confidentiality.
- Work with Building Supervisor to ensure that office and building supplies are stocked per the needs of the congregation and staff.
- Office schedule and work days are negotiable.

## **Physical Demands**

While performing the duties of this position, the employee is regularly required to talk, hear, and see. Arms, hands, and fingers are needed to reach and operate a computer keyboard and touch-tone telephone (or with reasonable accommodations). Employee may need to lift materials up to 25 pounds on an infrequent basis. Standing/carrying may be required when involved in program presentation or setup.

## **Qualifications**

- Knowledgeable in general office equipment including computer, printer, facsimile, typewriter, calculator, telephone.
- Ability to type 50 words per minute.
- Expertise with word processing software, spreadsheets, and database programs (e.g., Microsoft Word, Excel, Publisher, PowerPoint) and the ability to comprehend other software applications.
- Thorough knowledge of business English and its usages.
- Experience in basic office procedures.
- Ability to manage multiple projects simultaneously and under time pressures; ability to prioritize projects; strong communication skills, both oral and written.
- Able to work effectively in a team environment that regularly includes volunteers.
- Must be able to attend staff meetings.
- Awareness and knowledge of the church and its organizational expressions.

Submit cover letter and resume to Pastor Julie Wright at [jwright@aglcigh.org](mailto:jwright@aglcigh.org).