

Church Office Manager
Ascension Lutheran Church

Reports to: Pastor

Classification: Church Office Manager, full time, non-exempt, layperson, support staff

Position Summary: This is a regular full time (30 hours per week), non exempt, layperson support staff position. Oversees all administrative functions within the church building in an efficient and timely way so that the pastor and other program staff is free to minister to the members of the congregation. Serves as the front-line ambassador for Ascension Lutheran Church. Provides compassionate, cheerful reception to congregants and visitors.

Major Responsibilities:

- Supports the ministry of Ascension Lutheran Church
- Supports the employed staff and is available for any assistance needed in direction or supervision of projects
- Supports and assists committees, the Church Council and the Council President
- Assists visitors to the office
- Attends staff meetings, Administration Committee meeting, and Church Council retreat as needed.
- Responsible for the efficient and accurate operation of the church office
- Responsible for the electronic filing of the Annual Congregational Report
- Schedules and monitors the use of the building
- Maintains the church calendar
- Maintains and updates emails and the church website
- Publishes bulletins, announcements, newsletters and other communications
- Must maintain absolute confidentiality of all personal and private information
- Monitors and performs Background Checks for Pastor's review
- Reports to committees as needed
- Reports music reprints to the copyright holders
- Purchases needed supplies for the efficient operation of the church, committees and ministry of the church.
- Prepares Administration yearly budget.
- Some HR knowledge needed.
- Supervises the custodian.
- Coordinates with the Maintenance Committee for repairs/contractors/scheduling/etc
- Prepares bi-weekly payroll and maintains benefit records
- Accounts Payable for Admin (and Maintenance as needed)

Skills and qualifications:

- Excellent organizational and record keeping skills
- Self-motivated, able to follow through
- Strong attention to detail
- Able to work cooperatively in a team environment
- Effective written and communication skills
- Good computer knowledge and skills; competent in use of MS Word, Publisher, Excel and Power Point. Familiar with ServantKeeper software.
- Familiarity with Evangelical Lutheran Church liturgy

My signature below acknowledges receipt of this job description and understanding of the expectations set forth. This document does not create an employment contract, implied or otherwise. It is intended to describe the position and the level of work to be performed.

Signature: _____

2/2024

