

PRINCE OF PEACE LUTHERAN CHURCH
2330 East Calumet Street, Appleton, WI 54915

Office Administrator
Position Description

General Description of the Position:

The Office Administrator is a part time, 30 hours per week position responsible for Prince of Peace's master church calendar, the management of the church office functions, and all essential records maintenance, communication correspondence, and database management. This position is an integral part of all ministries. Most importantly, this person will often be the first point of contact and reference for visitors and members. As such, an attitude of welcoming hospitality and good communication skills are essential. This person must strive to embody our missions of "A Family of Christians, Growing in Faith and Reaching Out in Love."

Accountable to:

Pastor in Charge of Staff

Related to:

Pastoral Staff
Ministry Chairs
Congregational Council

Essential Functions

Represent Prince of Peace Lutheran Church:

- Understands and performs the duties of this position in keeping with the mission of the congregation.
- Presents a professional, calm, and welcome presence.
- Maintains a high degree of confidentiality and communicates directly with pastoral staff.

Key Communication Responsibilities:

- Assists in the development, implementation, and maintenance of primary church communications including all printed and electronic materials: Sunday/special bulletins, church email communications, letters, reports, press releases, directories, master calendar, projections, etc. ensuring accuracy and timeliness.
- Supports Digital Worship Team in preparation of worship materials (i.e., graphics, text, design, projection content, and purchase of supplies).
- Answers the phone during office hours and directs calls to appropriate staff as necessary; maintains answering machine/phone prompts.
- Manages outdoor digital sign with seasonal and appropriate messages.
- Manages narthex displays with weekly announcements.
- Acts as a hub for the coordination and collection of all church communications (e.g., mail, email, phone, weekly announcements, signage, stationary, internal postings, etc.).
- Acts as a primary liaison between Pastors, staff, Council, Synod, ministry groups, and congregation in communicating news, activities/events, preparing booklets (i.e. WELCA), and church-related business as appropriate.
- Maintains Prayer Concerns document on a daily basis.

Key Administrative Responsibilities:

- Under the Pastoral Staff's direction, oversees the management and maintenance of all congregational records and files (meeting minutes, parish records, office-related service/equipment purchase agreements, warranties, rosters, handbooks, etc.).
- Supervises volunteers as necessary.
- Performs and oversees administrative support to pastors and ministry staff.
- Oversees and participates in the development of the annual report to the congregation by compiling reports from all committees, ministries, and appropriate organizations within the congregation.
- Orders and sees to purchase/contracts/maintenance of office/AV supplies, computers, and equipment.
- Coordinates communication with Pastoral Staff regarding weddings, funerals, building usage, Event Set-up Coordinator, cleaning service and office support.
- Manages the membership database, coordinating records with the Financial Administrator's back-end database/records.
- In coordination with the Treasurer/Financial Administrator, maintains annual office budgets; additionally works with various ministries with fundraising/gifting programs (e.g., Stewardship) thus will understand budgeting, tithing, and gifting (donations, memorials, etc.) processes.
- Communicates care of buildings/grounds in cooperation with the Property Ministry in a timely manner as needed.
- Assists all ministries, staff, Council and members with needs of office-related issues (e.g., information, copying, scanning, photography, computer, and email troubleshooting etc.).

The candidate will:

- Be a person of faith practicing Christian principles.
- Maintain confidentiality.
- Have at least five years of experience working in two or more of the essential functions provided by this position, preferably in a non-profit or church environment.
- Have working knowledge in all functions provided by this position.
- Demonstrate strong supervision, organizational, leadership, and management skills.
- Demonstrate an ability to make sound decisions and take independent action.
- Demonstrate skill or willingness to learn the use of office equipment, computers and related software including Microsoft Office, Publisher, PowerPoint, and SimpleChurch CRM. Some knowledge of projection equipment would be helpful.

Other Requirements

Most of the work in this position is done within an office environment requiring average physical activity. Some lifting of objects up to 40 pounds, stretching, bending, squatting, sitting, typing, and other activities related to office work will be required. Attendance at staff meetings, retreats, and travel to other church sites, post office, and retailers as necessary to appropriately carry out the duties of this position will be required.

Compensation and Benefits

- 1 Week paid vacation
- Paid Holidays
- Sick Days
- \$20/hour
- 30 hours/week – M-F with times per day negotiable

This is a non-exempt position. All other guidelines and benefits are detailed in Prince of Peace Lutheran Church’s Employee Handbook.

To apply, please submit your résumé, cover letter and a list of references (2 professional, 1 personal), to poppersonnelcommittee@gmail.com.

Office Administrator

Date

Pastor in Charge of Staff

Date

Council President

Date

Church Council Approval Date: 4-16-24