

St. Peder's Evangelical Lutheran Church
Job Description

Job Title

Office Coordinator - Part-time flexible 20 hours/week position

Job Purpose

To manage the business of the church office in a professional and efficient manner, to provide clerical support to the pastor, and to serve as a support resource for the ministry of the congregation.

Preferred Qualifications

Self-motivated, with strong communication, organizational and time management skills. Excellent people skills with a commitment to respect confidentiality. Flexibility and tolerance for ambiguity and ability to deal with a changing work environment. Ability to prioritize tasks and balance multiple duties. Proficiency with Microsoft Office Suite (Word, Excel, Publisher), MailChimp, Social Media platforms, Wordpress, and member management software (Church360) or comparable programs.

Principal Duties and Responsibilities

Maintain Church Office Hours as Directed by the Church Council

Support Worship Services & Special Events

- Prepare worship service bulletins for each Sunday and other special services (Christmas, Lent, etc.). This includes formatting, printing, and stuffing bulletins as well as preparation of large print hymns.
- Coordinate supplies for bulletins, communion, etc.
- For baptisms, prepare baptismal certificate, get candle and towel.
- For funerals, prepare bulletin. Arrange for ushers when funeral director is not available for funeral/memorial service.

Manage Member Contributions

- Assign and maintain envelope numbering system on Church360
- Record weekly financial contributions on Church360
- Run bi-annual and year-end member contribution reports and distribute to members.
- Coordinate and maintain up-to-date documentation of Give+ e-giving system.
- Communicate with Sunday Counters re: updates or discrepancies.
- Ensure key for night deposit and bank bags are ready for each Sunday.
- Supply and update forms for Counters.
- Record memorial and other financial gifts.
- Write thank-you notes to non-members for memorials and Sunday offering.

Volunteer Coordination

- Prepare worship volunteer schedules on quarterly basis, in cooperation with volunteer coordinators and mail to members
- Email reminders to weekly group of worship volunteers; call (may be done by a volunteer) members who do not receive email

- Assist in finding substitutes if needed
- Recruit volunteers in multiple capacities as needed
- Manage volunteers for communications and office-related special projects

Church Communications and Correspondence

- Design, compile and format Monthly Messenger (newsletter) and distribute email (Mailchimp) and print editions. Prepare mailing and utilize volunteers as needed.
- Maintain mailing lists for Messenger and other groups
- Maintain accurate and up-to-date information on St. Peder's website and calendar.
- Maintain web domain and supervise any web design projects and changes
- Promote church events and ministries via Web, Social Media, print advertising, and special projects as needed
- Oversee special communications projects as needed
- Provide secretarial support for various committees, organizations and staff as needed.
- Distribute incoming mail and respond as needed
- Assist with preparing annual report to the ELCA.
- Answer telephones and refer and handle callers as needed.

Building Use Coordination

- Manage building use requests and reservations, including, but not limited to reviewing applications, approving or denying use, maintaining schedule, accepting deposits and payment
- Coordinate approvals with pastor, church staff, council and committees when appropriate
- Serve as liaison between outside groups and church and coordinate schedule therein, including Minneapolis City Elections
- Maintain up-to-date web and print calendars, including outside group use and room in use
- Manage security system and access to building by outside parties; issue keys as necessary and or coordinate for staff to open building
- Update building use forms, applications and policies as necessary

Maintain Official Church Records

- Record member activity (baptism, confirmation, marriage, death, transfer, etc.) both in record book and in current church records management software.
- Collect all information for annual report of the congregation, type, copy and make report available to church members.
- Post Council meeting minutes, as appropriate. File minutes of Council meetings, annual meeting, etc.
- Maintain updated records on family information and addresses using current church records management software.
- Maintain up-to-date congregational membership directory.
- Maintain records of each worship bulletin.
- Maintain volunteer records on current church records management software.

General Office Management

- Manage office equipment (computers, printers, copiers, fax machine, postage machine, phones, etc.), including management of existing vendor contracts, with Council oversight.
- Maintain inventory of office supplies.
- Maintain files.
- Coordinate computer hardware/software upgrades with input from Council, pastor, staff and appropriate ad hoc committee.
- Other duties as assigned.

Organizational Structure

The immediate supervisor is the pastor and the highest-level supervisor is the Church Council. There is no primary reporting committee for this position. Annual performance reviews are conducted in the fall of each calendar year.