

**Lutheran Chapel Church**  
**702 N. New Hope Rd**  
**Gastonia, NC 28054**

## **Job Description**

**Position title:**

Administrative Assistant

**Position Objective:**

To facilitate administrative responsibilities for effective communication, record retention and oversight of the church office.

**Position Reports To:**

Executive Committee of the Lutheran Chapel Church Council

**Time Commitment:**

Part-time position (part-time position does not include benefits)

**Length of commitment:**

Permanent

**Responsibilities:**

- Maintain parish register which includes updating current membership records, posting new membership records, communion attendance, and recording important dates in the life of the church such as baptisms, confirmations, and deaths.
- Prepare weekly and special worship bulletins, including online bulletins, and distribute to worship assistants.
- Prepare monthly newsletter and distribute via bulk mail.
- Prepare annual church yearbook and directory and distribute to members of congregation.
- Send digital copies of weekly bulletins, monthly newsletters and annual yearbook and directory to website/social media volunteers.
- Record weekly membership offerings and produce appropriate reports for accountant. Prepare and mail quarterly/year-end contribution statements to parish members.
- Record annual pledges into parish database.
- Keep an accurate calendar of events in the office. Post calendar of events to website, bulletin, and newsletter.
- Answer the telephone promptly and courteously. Respond to messages as needed in a timely manner.
- Greet and assist people in the office.
- Prepare and mail parish and pastoral correspondence.

- Mail weekly postcard reminders to worship assistants.
- Prepare invoices for payment and deliver to accountant for processing twice a month. Mail payments in a timely manner.
- Prepare and distribute weekly and as needed phone tree messages and texts on various activities, ministries, life of parish news.
- Prepare and send out weekly parish announcements email blast.
- Order office supplies and other materials upon request of Pastor and church council.
- Assist with prospective member and visitor correspondence as needed.
- Upon request, distribute facility usage request forms to members, post to calendar and forward completed copy to facilities committee. (Any non-member request should be approved by council before posting to calendar).
- Schedule community group meetings and offer assistance to groups as needed.
- Maintain church digital sign for current activities.
- Serve as point of contact for vendors (including air conditioning, floors, general maintenance, and wireless capabilities).
- Support church committee needs, such as distribution of council meeting documents, ordering VBS materials, copy support, etc.

**Qualifications necessary:**

- Associates degree and 2-3 years' work experience. An equivalent combination of education and experience may be considered.
- Proficient in Publisher and Microsoft Office (Word, Excel)
- Knowledge of Power Church is beneficial.
- Word Press or other web design software is beneficial.
- Strong verbal and writing skills.
- Strong planning, organizational and administrative skills.
- Ability to work collaboratively with other leaders and staff.
- Highly motivated, self-starter.

If you are interested in applying for this position, please send your professional cover letter and resume to [churchoffice@lutheranchapelchurch.org](mailto:churchoffice@lutheranchapelchurch.org)