

Our Saviour Lutheran Church of Warrenton, VA

Office Administrator - Position Description – 2023

Position Overview

The Office Administrator is responsible for the administrative functions of Our Saviour Lutheran Church's office. This position supports and coordinates ministries while serving as office receptionist and welcoming host. The Office Administrator position is a full-time wage position not to *regularly* exceed 35 hours per week. Hours of actual work may be adjusted in coordination with supervisory pastor. The Office Hours of the Church are 9:00 am to 3:00 pm Tuesday – Friday. This position is to maintain those core hours for the congregation and public access. The Office Administrator reports directly to the supervising pastor but must be able to work effectively with church leaders, church staff and members of the congregation.

Minimum Qualifications

- Excellent interpersonal, written, and oral communication skills.
- Strong technical skills and ability to multi-task.
- Proficiency with Microsoft Office Suite and various forms of web-based communication including Facebook and Google Suite.
- Ability to maintain confidentiality among members, citizens, and staff.
- Willingness to work a flexible schedule if needed and available.

Preferred Qualifications

- Experience using Constant Contact and Word Press.
- Proficiency in proprietary congregational membership software.

General Duties and Responsibilities

❖ Maintain Congregational Records

- Keep updated physical and electronic contact records of all individuals and organizations associated with the congregation, in partnership with pastors, volunteers, and staff; fill out certificates for Baptism and other rites of the church; create and distribute church directories; support new member onboarding.

❖ Ministry Support

- Learn organizational structure of church and get to know key volunteers.
- Keep and distribute updated records of leaders in all ministries of the congregation.
- In coordination with staff and volunteers, prepare schedule charts of worship assistants involved in ministries for distribution to congregation.
- Place and distribute orders for ministries as asked by volunteers and staff.

❖ Volunteer Lead

- Recruits, trains, schedules, and manages volunteers in various administrative duties.

❖ **Operations Management**

- **Worship Support** – Prepares and prints worship bulletins and announcement sheets for Saturday, Sunday, and special services.
- **Communications** – Creates, prints, mails, emails, and posts to the website the monthly newsletter. Processes communications for ministries through weekly announcements, email blasts, Facebook, and website messaging.
- Orders and distributes printed devotional materials.
- Maintains office supplies and equipment inventory.
- Keeps updated records/receipts for all orders/supplies.
- Manage policy, calendar, and procedures for Building Use Requests by both congregation and external requestors. Communicates requests for approval to/from Congregation Council.
- **Other duties as assigned.**

Terms of Employment

- ❖ Hiring is contingent upon a successful completion of a criminal background check.
- ❖ Person employed in this position will not be a member of Our Saviour Lutheran Church.
- ❖ The Congregational Council is responsible for hiring, and the Supervisor will be one of the pastors.
- ❖ A review will be held after the first three months and then annually to evaluate and to update position description as needed.

Benefits

- ❖ Vacation/Personal: During the first three years of employment: two weeks of paid time off are offered. After three years of employment: three weeks of paid time off are offered. Before taking any personal leave, employee must schedule with the supervisory pastor.
- ❖ Vacation/Personal Leave cannot normally be taken within 3 weeks before Easter and Christmas. Because of this up to 35 hours of Vacation/Personal leave may be carried over year to year.
- ❖ Sick Leave: one week of sick leave is available each calendar year. Sick leave may not carry over year to year.
- ❖ Holidays: The following six days are observed as paid holidays (in addition to the personal leave listed above): New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
 - If the holiday falls on a day when the office is closed, employee may take a different day off during that week.
 - If the employee is required to work on a holiday, they shall receive an alternate day off as coordinated with the church.

Position description approved by OSLC congregation council executive committee and dated March 2, 2023. This document replaces all previous agreements.