

ST. JAMES LUTHERAN CHURCH
GETTYSBURG, PENNSYLVANIA

Number 1.20.68
Subject Administrative Coordinator
Effective Date 10/19/2011; 6/2/2020
Committee Personnel

Organization/Church Employees/Administrative Coordinator

Reports to Church Administrator

Position Summary

The Administrative Coordinator, under the direction of the Church Administrator, provides office support services for the staff, members of the parish, and committees.

Principal Accountabilities

1. Greets visitors to the office and helps with their needs or directs them to the appropriate staff member for assistance.
2. Responds to emails and calls from members or non-members with various requests; directs calls to the appropriate member of the staff.
3. Prepares and prints bulletins, both routine and special (e.g. funeral).
4. Prepares and distributes *The Messenger* as scheduled.
5. Assists individuals requesting vouchers for financial assistance.
6. Collaborates with the Church Administrator on communications (design and written) from the church.
7. Prepares and communicates schedules of church activities (e.g. preaching schedule, home communions, funeral receptions).
8. Maintains contact resource book for council members and committee members.
9. Communicates weekly with assisting ministers, sharing prayers and prayer list.
10. Prepares biographies of council nominees, informative bulletin board, and ballots for elections.
11. Assists in maintaining church database with Church Administrator.
12. Interacts with volunteers assisting with office tasks and provides appropriate information to them to perform their tasks.
13. Prepares baptism and new member gifts; oversees distribution of Bibles to youth; and coordinates confirmation gifts
14. Records recipients of prayer shawls, prepares prayer shawls for distribution, and coordinates volunteers for delivery.
15. Assists staff members and church volunteers in planning, coordinating, and implementing administrative tasks for church services, projects and events.
16. Works with Congregation Council, staff, committees, and special ministries to identify volunteering opportunities for members.
17. Builds relationships within the congregation to identify members volunteering gifts.
18. Recruits volunteers for specific ministries as needed.
19. Ensures that all volunteers have received training and/or training material.

20. Strives to ensure that members' preferences to participate in specific volunteer opportunities are communicated to the appropriate person(s) for action.
21. Maintains an up-to-date volunteer resource bank (preferably using church membership software).
22. Answers requests that require a detailed knowledge of the parish policies, operating procedures, and/or practices.
23. Communicates information to staff members as needed to maintain continuity.
24. Attends and participates in staff meetings.
25. Performs other duties as assigned by Pastors, Minister of Music, Youth Minister, and Church Administrator
26. Maintains complete confidentiality on all matters.

Qualifications

1. Excellent customer service and personal interaction skills.
2. Ability to communicate verbally and in writing (via phone, in person, email and letter)
3. Knowledge of standard office practices and techniques.
4. Computer skills.
 - a. Microsoft Office products
 - b. Wordpress (basic)
 - c. Social media platforms
 - d. Graphic design (basic)
 - e. Ability to learn and utilize new software
5. Ability to operate office equipment (e.g. printer, duplicator, paper folder, fax machine/scanner)
6. Ability to organize and prioritize work, to complete multiple tasks simultaneously, and to adapt to unexpected changes in priorities.
7. Ability to work effectively as a team member.
8. Assists with projects of other staff members and church leaders/members, as needed.
9. Independent work ethic to implement congregational and committee decisions and to meet required deadlines.
10. Basic knowledge of how the parish operates and ability to grasp quickly how the parish office functions.
11. Ability to relate to a variety of persons.
12. Ability to maintain confidentiality in all matters.
13. High school diploma or GED required, post-secondary education desirable.
14. Ability to understand and support Christian and Lutheran principles.
15. Have or be willing to obtain favorable child abuse clearances, criminal background, and FBI clearances.