

JOB DESCRIPTION FOR THE SECRETARIAL/ADMINISTRATIVE SUPPORT FOR REDEEMER
LUTHERAN CHURCH

The secretary/administrative support employee of Redeemer Lutheran Church will be a part-time hourly employee.

Internal Contacts:

- Pastor(s)
- Committee Members
- Employees

External Contacts:

- Church Members
- Vendors
- Various Organizations

Knowledge, Skills, and Abilities:

Basic computer knowledge including some software capability. Typing. Word processing. Good oral and written communication skills. Good organizational and analytical thinking skills. Ability to handle multiple assignments simultaneously. Knowledge to operate keyboard, facsimile machine, photocopy machine, postage meter, and other general office equipment.

Responsibilities:

Traffic all incoming calls. Support information needs of pastors, committee members, and other support personnel. Operate all office equipment. Maintain office supply inventory. Prepare weekly bulletin. Typing as requested. Miscellaneous correspondence. Prepare direct mail pieces. Maintain membership files.

1. Prepare bulletin on weekly basis; monthly, send to service personnel on active duty; weekly, send to shut-ins.
2. Prepare Messenger on bi-monthly basis; monthly, send to service personnel on active duty.
3. Copy and distribute committee meeting minutes/treasurer's report.
4. Issue certificates of baptism, sponsor, church membership, and related items.
5. Maintain petty cash and Good Samaritan funds.
6. Correspondence including, but not limited to notices to sponsors of flowers/bulletins.
7. Quarterly issue of Christ In Our Home to homebound members.
8. Letters of Transfer.
9. Prayer cards to hospitalized members.
10. Letters to congregation, Congregation Council committees, and individuals as requested.
11. Letters to members in jeopardy of inactive status.
12. Contribution envelopes.
13. Acknowledgements of memorial gifts.
14. Communion cards to visitor's home church.
15. Input all financial information into Shepherd's Staff each week.
16. Keep LNP (Lancaster Newspapers) updated to changes in Redeemer publicity information.

Record keeping

1. Communion cards.
2. Visitors.
3. Baptismal.
4. Weddings.
5. Funerals.
6. Homebound members
7. Commitment cards.
8. Flower/Bulletin sponsors.

This position is part-time and reports to the Stewardship and Parish Administration Committee. This position is assisted by Redeemer Church volunteers.

Approved: October 1, 2002

Revised: September 2, 2019

Revised: December 1, 2020