



# OUR SAVIOR'S

LUTHERAN CHURCH

## Office Coordinator/Financial Secretary Job Description

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**Mission Statement:** "We, Our Savior's family of believers, welcome all to share Christ's love, to grow in faith, and to live a life of service glorifying God."

**Values:** All Generations | Neighbors-Near & Far | Sharing | Rejoicing & Weeping Together

### ***Purpose and Responsibility***

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The Office Coordinator/Financial Secretary provides support to the pastors, congregation, and volunteers of Our Savior's Lutheran Church. Frequently the first point of contact for visitors, this individual must project a welcoming, helpful attitude to all. Duties include general office work, financial reporting, record keeping, building support, and effective communication management. The Office Coordinator/Financial Secretary shall be responsible to the Lead Pastor.

### ***Qualifications***

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- General administrative proficiency, including computer literacy
- Demonstrate a caring, friendly, and considerate attitude
- Exhibit excellent communication skills in a faith-centered workplace
- Ability to maintain strict confidentiality
- Minimum of a high school degree
- Experience preferred

### ***Duties***

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#### **General**

- Administer the church office, including answering the telephone, responding to emails, taking messages, and coordinating the master church calendar.
- Manage correspondence and distribute to the pastor(s), treasurer, farm manager, maintenance managers, staff, committees, and/or organizations.
- Manage all office equipment (computers, copy machine, etc.) and maintain supplies necessary for mailings, bulletins, newsletters, and general office operation.
- Provide clerical assistance to the church council, committees, and all church organizations as requested. Order altar and worship supplies as requested by the Altar Committee and/or pastor(s).
- Track and order kitchen and hospitality supplies as required or as requested by WELCA or pastor(s).



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- Coordinate with the pastor(s) so office is staffed when absent; find volunteer substitutes when necessary.
- Participate in continuing education as needed.

## **Financial Reporting (per Constitution B11.04.02)**

- Record weekly offering by members and publish a report for the treasurer and pastor(s).
- Prepare and distribute quarterly membership giving statements, at the beginning of April, July, October, and January.
- Prepare member and nonmember envelope list monthly for the Augsburg envelope company.

## **Record Keeping**

- Maintain current and accurate membership records (including baptisms, confirmations, marriages, deaths, transfers in and out) in the church management software, church directory, and official written records.
- Assist the pastors in preparing and submitting the annual parochial report to the Eastern North Dakota Synod and ELCA.
- Prepare and publish annual congregation report.

## **Communication**

- Prepare bulletins for all services, monthly newsletters, and other needed communication with members. Submit bulletins and monthly newsletters to the website.
- Track and send reminders via email to counters/communion assistants, lay readers, and committees.
- Review church information in Times-Record and assure accuracy.
- Send weekly radio broadcast information to KOVC. Maintain broadcast records and collect payments for such.
- Update social media and web-based communication tools in collaboration with pastor(s) and other church leaders.
- Note "Connection Card" information and pass along to pastor(s) or the appropriate committee.

## **Building Support**

- Maintain a master calendar of events (including weddings, baptisms, community events, etc.) that take place in the church. Inform pastor(s) and custodian of events.
- Assign and track keys to respective rooms and master key for the building. Notify the maintenance manager to request additional numbered keys stamped "Do Not Duplicate" as applicable.
- Collect rent, rental deposits, track payments, and provide receipts, as applicable.



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- Communicate with the property committee/maintenance manager about needed repairs/maintenance.

## **Other Duties**

- Perform other duties as assigned by the pastor(s).

## **Compensation**

This position is 20 hours a week, Monday-Friday, with hours to be established in consultation with the lead pastor between the hours of 8am-4pm. This position is compensated on an hourly rate between (\$19 - \$24), as determined by the Church Council and approved at the Annual Congregational Meeting.

Paid holidays include New Year's Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day (if individual is scheduled to work on these calendar days).

Snow days – PTO or unpaid, unless designated a "snow holiday" by Lead Pastor

The employee shall be granted 10 days (40 hours) of PTO per year, with up to 5 days (20 hours) being carried over from one year to the next.

## **Evaluation**

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The Office Coordinator/Financial Secretary is evaluated annually by the Lead Pastor in conjunction with the Church Council.