

Job Title:	Office Administrator - Part Time		
Description	Cross of Christ Office Administrator will have responsibility for providing day to day administrative support to the pastors, staff, and the congregation. This position involves communicating, organizing and managing the church office with a variety of responsibilities.		
Location:	Cross of Christ Lutheran Church		
Salary/Wage:	\$18 - \$19 /hour	Position Type:	Hourly Part time 24 hours (not to exceed 29 hours/week)
Reporting to:	Lead Pastor	Last Updated:	March 2024

CROSS OF CHRIST PERSONNEL VISION STATEMENT:

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships which have their foundation in the love of Christ.

ROLE AND RESPONSIBILITIES

Communication

- Provide office support with email responses, answering phones, written communication, and tending to the office main door
- Distribute daily mail and coordinate congregational mailings
- Communicate duties to the weekly worship volunteers (sending prayers, scripture and copy of bulletin)
- Prepare and send memorial cards, birthday cards, and thank you cards from staff
- Coordinate with Card Ministry team to meet needs of congregational members
- Maintain and Update Prayer list and prayer requests; Send monthly Communication to prayer web and staff
- Maintain flower sign up and confirm order with flower shop on a weekly basis
- Maintain and update staff agenda for weekly staff meetings
- Update Electronic Sign as needed
- Update Narthex bulletin boards

Building Management

- Maintain and update church calendar for ministry teams and church activities
- Maintain and update church door locks for meetings and community events
- Schedule meetings, complete contracts, renew yearly contracts, and communicate with member and non-member organizations/groups for building usage.
- Communicate and Cooperate with the Property Team Lead to keep yearly contracts and inspections current and communicate any maintenance concerns
- Communicate and meet with the maintenance company to keep supplies filled and communicate any concerns.

Bulletins and Office Work

- Prepare and print Sunday worship bulletins, Pastors Worship folders, funeral bulletins, and certificates
- Provide informational packets for new member orientation
- Keep office forms printed
- Track invoice approvals and forward for payment
- Assist staff in all printing and administrative projects
- Create Sign-up Genius for all Ministry teams and Church Events
- Assist members to get acquainted with Sign Up Genius and help them troubleshoot login issues.
- Assist members to Log into Breeze or Sign up for Weekly Newsletter
- Weekly mailings to non-tech members
- Send and record grief booklets to members
- Order memorial bricks

Cross of Christ Lutheran Church – Administrative Assistant

Record Keeping and Reporting

- Maintain and Update Membership Records (Breeze and Church Record book)
 - Includes transfers and update in contact information for members
 - Record marriages, births, baptism, deaths, and confirmation
 - Keep updated records of visitors and new member prospects
 - Maintain welcome packets
- Keep staff updated with any changes to membership and update on visitors
- Update the ELCA and Rocky Mountain Synod end of the year report
- Prepare the Congregational Annual Report
- Keep memorial book updates and send thank you notes when needed
- Keep a record of worship attendance
- Run and record Background checks

Office Equipment and Supplies

- Order and Maintain office supplies.
- Schedule service work on all office equipment.

Other Duties

- Maintain a professional and orderly work space
- Train substitute admin and find replacement when on vacation or sick
- All other duties as assigned by the Lead pastor
- Provide thirty (30) days advance, written notice to Lead Pastor if Admin wishes to terminate employment

TIME COMMITMENT

- 24 hours per week
- Monday - Thursday 9:00 a.m. - 3:00 p.m. (during regular church office hours) – This is flexible with applicant’s schedule.
- It is anticipated that during high holy weeks (Christmas, Holy Week, and Easter) there might be extra hours needed.

CHURCH RESPONSIBILITIES

- Provide thirty (30) days advance, written notice to Admin if it wishes to terminate employment.
- Paid Vacation will be calculated based upon expectation of 24 hours a week, according to the Employee Handbook
- Once a month paid Sabbath day
- Provide training in all computer skills necessary to be proficient in job responsibilities

Qualifications:

Required Qualifications

- High level of organizational skills, creativity, and time management
- Proficient in Computer skills in Microsoft Word, Excel, Publisher, Google Suite, Sign up Genius, Adobe, and Social Media platforms.
- Proficient in formal letter writing
- Courteous in working with visitors, members and staff
- Ability and willingness to learn new computer programs
- Excellent written and oral communication skills, with particular attention to detail

Preferred Qualifications

- A personal faith commitment to Christ and membership in a faith community
- A good sense of humor
- Have a positive attitude
- Be compassionate and an active listener
- Ability to work with different personality types
- Working knowledge of Mailchimp and Wordpress

Cross of Christ Lutheran Church – Administrative Assistant

- Ability to keep confidentiality
- Ability to focus on multiple deliverables and deadlines in a fast-paced environment
- Abide by policies in the Employee Handbook including Safe Haven Guidelines
- This position requires a fingerprint and background check upon acceptance. Failure to pass either will result in immediate termination.

Please send resume and letter of interest by March 18:

**Cross of Christ Lutheran Church
Attn: Pastor Kathleen Armstrong
12099 Lowell Blvd
Broomfield, CO 80020
karmstrong@cross-of-christ.org**