



JOB DESCRIPTION

ASCENSION LUTHERAN CHURCH • EL PASO, TEXAS

Position Title: Administrative Assistant

Reports To: Pastor (daily) and Board of Elders

Status: Part-time; 24 hours weekly based on annual calendar of activity that may have seasonal variation (additional hours to be included in the budget).

Terms of Service: The Pastor and the Board of Elders will conduct an annual ministry review and salary adjustment.

Position Purpose: The Administrative Assistant will serve as office support to the Pastor. To a lesser extent, the Administrative Assistant will assist other Staff members and the Congregational Chairperson upon request.

Primary Duties and Responsibilities:

1. Worship Service Folder(s)

- a. Prepare and format the weekly bulletin, including large print bulletins, as needed.
- b. Email the final copy of the service folder to the organist, and if necessary, Guest Pastor.
- c. Email the Sunday Scripture readings to the assigned readers by Wednesday of each week.
- d. Email a reminder to those participating in the weekly service (i.e., elders, readers, greeters, acolytes, ushers, trustees, etc.).
- e. By Friday, place printed bulletins on ushers' credenza, along with the Children's bulletins. Place large print readings on the lectern. Highlight the Pastor's and Organist's bulletins. Place extra bulletins in the pulpit, front pew (for the acolyte), and audio-video room for AV operators.
- f. Create an Easy Worship presentation for each service, including the various parts of the service along with appropriate backgrounds.
- g. Prepare and format worship service folders for other observances during the Church Year (i.e., Lent, Thanksgiving, Advent, weddings, funerals, etc.).

2. Church Calendar

- a. Create a monthly calendar of all church events and distribute it during the last week of each month.
- b. Provide a monthly calendar mock-up for Church Council meetings for any additions or changes.
- c. Help schedule baptisms, funerals, weddings, and other special events.
- d. Email monthly building use schedule to Trustees (only the Pastor, Staff, and Preschool Director can schedule activities without prior approval from the Trustees).
- e. Add and update monthly information and special events to the website calendar in a timely manner.

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3. Monthly Newsletter
 - a. Insert articles and information submitted to the church office, subject to pastoral approval.
 - b. Format the newsletter for proofreading.
 - c. Print the final newsletter so that it can be placed into member mailboxes and e-mail out to people on congregational e-mail list.
4. Communication
 - a. Greet and offer assistance to members and visitors who enter the church office.
 - b. Receive and screen incoming calls, answering questions and providing information whenever possible. Route calls to appropriate staff members. At times, take accurate messages and return calls, if asked, of the Pastor.
 - c. Sort and distribute incoming mail.
 - d. Seal, stamp, and post outgoing mail.
 - e. Check church emails daily and reply when appropriate.
 - f. Send out a weekly "Friday Email" notice to congregational members.
 - g. Send out other special congregation email notifications, when necessary.
 - h. Note: Board chairpersons are responsible for communicating with their own board members. Other group leaders will also communicate with their groups (i.e., Bible study groups, Altar Guild, LWML, etc.).
5. Office Supplies
 - a. Maintain inventory of office supplies (i.e., paper, pens, markers, staples, etc.) and place orders in advance when necessary.
 - b. Place all supplies in proper storage.
 - c. Keeps the church office workroom in good order.
6. Copier
 - a. Schedule routine and special maintenance, when necessary.
 - b. Order copier supplies, as needed.
7. Administrative Duties
 - a. Maintains "Shepherd's Staff" information.
 - b. Records baptisms, weddings, funerals, confirmations, etc. in the red Ledger book.
 - c. Collects and records the necessary information for annual congregational statistics.
 - d. Prints off and mails weekly visitor letters.
 - e. Schedules readers and greeters for all worship services.
 - f. Prints off member transfers and peaceful release letters for Pastor's signature, when necessary.
 - g. Prints phone directories for Pastor, Staff and members, when necessary.
 - h. Prints Friendship Cards from document server, when necessary.
 - i. Prints off other materials ("Welcome to Ascension" cards, The Inside Guide, My Funeral Provisions, etc.), when necessary.
 - j. Prints and cuts special cards (i.e., birthday, anniversary, illness, sympathy, etc.) for the Board of Elders. Also, prints monthly birthday list for the Elders.
 - k. Compiles New Member packets along with name tags.

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8. Attend Staff and Worship Committee meetings for informational purposes
9. Sort and distribute mail (USPS) and packages (UPS, FedEx, etc.) to appropriate boxes
10. Coordinate conference and travel arrangements for the Pastor, when needed
11. Completes other duties as assigned by the Pastor

Desired Skills and Preferred Qualifications:

1. Solid understanding of the Lutheran faith and tradition in agreement with LCMS theological beliefs
2. Spiritually mature and servant-minded
3. Prior secretarial or office experience
4. Well-organized; capable in writing, editing, and production processes
5. Personable; effective communication skills
6. High degree of confidentiality, integrity and honesty

Acknowledgment: This job description is not all-inclusive but rather a sampling of the types of work and responsibilities intended for this position. Additional duties and responsibilities may be added, altered or removed according to need.

Please select one option:

- I have reviewed the job description above. With the help of God, I will do my best to fulfill the responsibilities of this position.
- I have reviewed the job description above. With the help of God, I will do my best to fulfill the responsibilities of this position with the following reasonable accommodations:

Signature: _____

Printed Name: _____

Date: _____

Revised: July 21, 2023