



LOVE GOD. BUILD THE HOME. CHANGE THE WORLD.

POSITION DESCRIPTION: CHURCH SECRETARY / OFFICE MANAGER

POSITION OVERVIEW

The Church Secretary / Office Manager of St. Paul's Lutheran Church (SPL) shall oversee and direct Church Office operational functions, maintain official church records and statistics, act as administrator and provide oversight of the church management system (Church Community Builder + Pushpay), oversee and record all contributions and deposits, and maintain connection with members and guests of the congregation and representatives of outside organizations. This is a full-time position.

ACCOUNTABILITY

The Church Secretary / Office Manager reports to the Senior Pastor.

QUALIFICATIONS

The Church Secretary / Office Manager will:

- Have a personal relationship with Jesus Christ as Lord and Savior and a desire to serve, and demonstrate an attitude of genuine caring for God's people.
- Perform all duties in accord with the vision and mission of SPL in collaboration with the pastors and leadership team.
- Demonstrate ability to become proficient in use of software and technology related to the duties of the position, including church management software (Church Community Builder), contribution management (Parish Soft and Pushpay), Microsoft Office products (with specific expertise in building, managing, and maintaining Excel spreadsheets), and other software related to the position.
- Demonstrate exemplary time management, planning, administrative, and organizational skills.

RESPONSIBILITIES

In accord with the purpose, core values, and vision of St. Paul's Lutheran Church, the Church Secretary / Office Manager will:

- Maintain the church management system and contributor data (Church Community Builder + Pushpay) keeping profiles, information, notes, and groups current; manage volunteers who aide in the entry of weekly attendance data and contributor data as needed. Prepare reports as necessary, like monthly financial and data reports for Board of Elder meetings and Semi-Annual Voters Meetings and the congregational data report for the Lutheran Church Missouri Synod (LCMS).
- Prepare, record, and complete bank deposits in accordance with policy and procedure.
- Provide training and oversight of Money Counter teams.
- Provide support for ministry teams and groups; prepare membership, attendance, statistic, and budget reports as requested.
- Collaborate with ministry area leaders in the preparation and management of the annual operating budget for the Church Office.
- Provide oversight and scheduling of the Sanctuary Servant ministry; serve as ministry staff support for guest relations, Coffee Bar Ministry, and Bread Visit Ministry; train volunteers, maintain related data and prepare reports as needed.
- Manage general office duties, providing phone support (in partnership with the front desk receptionist and/or Pastoral Administrative Assistant); ensure the highest level of customer service to church members/attenders and guests, visitors, and vendor representatives.
- Manage office equipment and contracts; provide staff training, monitor equipment maintenance, and place service/support calls as needed.
- Manage the inventory of office supplies, and oversee purchasing of needed items.
- Oversee the church's postage account, machine, and related needs; provide leadership and support on large congregational mailings and bulk mailing procedures.
- Serve as a resource for historical church data and materials.