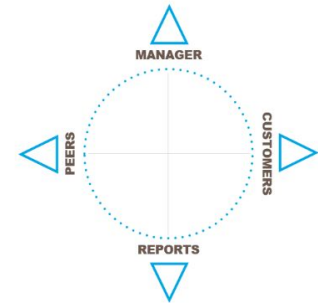




JOB DESCRIPTION

Sanctuary Administrative Assistant



Department: **Operations**
Wage Type: **Part-Time (20 Hours)**
FSLA Exemption: **Non-Exempt**

Responsibilities

The basic function of the Sanctuary Worship Administrative Assistant (SWAA) is to provide clerical and customer service support to the Pastoral Team, congregational members, and project managers as directed by the Director of Project Management (DPM). The SWAA is responsible for all Sanctuary Worship and various Ministry's administrative tasks. The individual will be required to perform the functions of the job in the most timely, accurate, cost effective, and ethical manner possible. SWAA is a positive and caring reflection to the Church. *The SWAA must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The SWAA must lead by example; maintain high core values and CLC Mission.*

Supervisor: Director, Project Management

- I. Special projects as needed
- II. Operate with an Outward Mindset

Recipients: Pastor Luke Schnake

- I. Manage Pastor Luke's calendar
- II. Make travel arrangements
- III. Coordinate worship volunteers on a Sunday morning for Sanctuary (Bulletin, Communion, Propresenter Operator, Ushers, and Worship Assistants). This includes maintaining the schedule, assisting with finding subs, keeping Fellowship One up to date and providing a check-off list for Sunday morning. Some assistance with recruitment may be required.
- IV. Purchase supplies for Sanctuary (in coordination with the 211 WAA)
 - a. Communion supplies
 - b. Attendance cards
 - c. Special service supplies (palms, ashes, etc)
 - d. Music and image rights for bulletins
- V. Coordinate special events
- VI. Track attendance for Sanctuary
- VII. Assist with the creation of the worship folder and every Thursday copy and organize the worship folder for further assembly.
- VIII. Edit and print the Sunday bulletin
- IX. Outline the Order of Service for Sanctuary
- X. Create and upload propresenter for Sanctuary
- XI. Assist with the admin needs of the Christian Readers Group
- XII. Perform weekly updates to the website
- XIII. Process POs (Sanctuary and Hispanic Ministry)



- XIV. Track Paramounts and banners for Sanctuary and coordinate their placement and removal with the volunteers
- XV. Attend Sanctuary services on a quarterly basis

Coworkers: Front Desk AA, 211 Worship AA

- I. Assist with front desk duties as needed
- II. Answer phones
 - a. Assist anyone who walks in
- III. Coordinate the front desk schedule and ensure that it is covered at all times

Direct Reports: n/a

Competencies

The SWAA shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. The ability to read, write, and comprehend the English language.
- II. Troubleshooting skills to process breakdowns to create and implement solutions.
- III. Excellent verbal and written communication skills.
- IV. Strong organizational skills with attention to detail.
- V. Ability to multitask and prioritize daily workload.
- VI. The skills to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- VII. AV experience desired but not required.
- VIII. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- IX. Process/systems analytical skills with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- X. Ability to take the initiative and be a self-starter.

Abilities

The SWAA should exemplify these skills: organization and time management. Professionalism, a positive attitude, accountability, respect and excellence are all skills and values expected in this role.

Qualifications

One year of experience as an administrative assistant required. Proficiency in MS applications and Google Suite required. Must be able to work consistently between the hours of 8 AM - 4 PM, Mondays through Fridays with some flexibility built-in. Must complete "This We Believe" classes and Christ Lincoln membership is preferred.

Equal Opportunity Commitment/Americans with Disabilities Act

The Organization is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.



The Organization will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is the Organization's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Organization's Non-Discrimination Policy, the Organization will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that CLC retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on periodically basis. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Communication Coordinator may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance (and KPI's) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between CLC and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lutheran Church and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date