



Join Our HTLC Staff As a Part-Time Administrator

Overview

The part-time Parish Administrator of Holy Trinity Lutheran Church oversees the general administration of the congregation. It involves administrative work and interaction with our relatively small congregation in a way that facilitates our mission of Loving Not Judging.

Key Job Functions

- **Worship Preparation**
 - Working with the pastor and director of music to determine the content of the Sunday bulletin as well as bulletins for weddings, midweek services, and Christmas Eve
 - Ensuring worship participants have the appropriate information
- **Communication**
 - Answering phone calls and checking email daily
 - Creating a monthly newsletter for distribution by email and US postal service
 - Maintaining the master calendar for the congregation, both online and in hard copy
 - Creating social media posts and e-blasts as necessary
 - Acknowledging memorial gifts
- **Record Keeping**
 - Maintaining attendance records
 - Maintaining the parish roll (baptisms, confirmations, marriages, and deaths/funerals)
 - Maintaining and updating our Congregational Directory
 - Maintaining files with contractors, businesses, etc.
 - Financial Administration
 - Preparing invoices
 - Working with our bookkeeper and financial secretary to ensure both contributions and expenses are properly recorded
- **Supplies**
 - Placing orders for both office and maintenance supplies as needed

Key Skills

- A strong support of the mission of Holy Trinity Lutheran Church: Loving Not Judging
- The ability to work with parishioners with diverse personalities and differing opinions
- Demonstrated professionalism and leadership

- Strong integrity, honesty and confidentiality
- Strong oral, written, verbal and interpersonal communication
- A knowledge of, or willingness to learn about, the basic structure of Lutheran worship
- Proficiency in Microsoft (MS) Windows and Office products is required.
- Ability to quickly master new software applications as needed, such as Google docs, church management software, and various social media platforms
- The ability to keep excellent records and maintain organized files

This position reports to the Pastor.

This is a 15-hour per week position that pays \$20/hour with two weeks of paid vacation.

If you are interested in joining our team and furthering our mission, please contact:

Angela Schang, HTLC Council President

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