

## **Who we are**

Immanuel Lutheran Church (ELCA) in Bellevue, NE is seeking to fill the role of Church Secretary to assist us in fulfilling our vision of bringing God's love, hope and healing to our world. We are a community of Christ-centered believers, broken and forgiven on a life-long Spirit-led journey. We are looking for the right person to help us to continue to share God's love locally, nationally and globally.

## **Qualifications**

- Education     2 years of college. AA preferred.
- Experience     3-5 years in administrative support, preferably in a church environment.
- Character     Must maintain confidentiality, be friendly, respectful, and trustworthy.
- Chemistry     Must work well with fellow church employees, lay leaders, church members and visitors, board members, volunteers, and outside contacts (e.g. vendors, AA representatives).

Competencies Strong interpersonal and communication skills are necessary for this role. Attention to detail, organization, time management, and multi-task management skills are needed. Able to use Microsoft Office software (i.e., Word, Excel, Access, Outlook, Publisher or similar software packages) and operate standard office tools (copy machine, phone system). A willingness to learn new software and technology, as needed, is an important part of this role.

## **Job Design**

### Typical Physical Demands

- Requires prolonged standing or sitting
- Requires frequent bending, stooping or stretching
- May require light lifting
- Requires hand-eye coordination and manual dexterity
- Requires ability to distinguish letters or symbols
- Requires the use of office equipment such as computer terminals, calculator, telephone and copiers.

### Typical Working Conditions

- Work is routinely performed in an office environment
- Frequent contact with internal and external customers is required
- Hours are typically 9am to 3-pm Weekdays, flexible breaks
- Supervised by the Pastor
- Background check is required

## **Essential Job Functions**

### Administrative Support

- Worship Support (Bulletins, Worship Screens using Easy Worship or a similar tool)
- Coordinate New Member activities (Mailings, Handouts, Records, Offering Envelopes, work with Fellowship Board for luncheons and other Church Boards for special event requests)
- With Pastor's guidance, schedule Pastoral Care visits
- Prayer support (email Prayer Chain updates with pastoral support)
- Secretarial support for Pastoral/Faith Formation ministry including marriage & funeral bulletins and Baptismal, First Communion, and Confirmation certificates
- Administer and maintain Parish Records database (Membership, Births, Baptisms, Marriages, Deaths, Funerals, address changes and transfers)
- Submit annual reports to Synod offices, working with Pastor, Treasurer and Financial Secretary

### Office Operations

- Oversee daily operations of the church office; answer phones and greet people
- Maintain office files
- Maintain the church calendar (online & published)
- Process office invoices, maintain office checkbook; pick-up bank bags, monitor office budget
- Assist Property Board and Worship Board with church contracts and music use licenses
- Monitor office equipment and coordinate maintenance and repairs
- Order office supplies and devotional materials as requested
- Distribute mail

### Communications

- Attend weekly church staff meeting
- Enter website data and social media events as necessary
- Prepare with team input and send monthly newsletter (online with paper distribution as needed)
- Assist in preparing and distributing church mailings
- Coordinate with Sextons (Custodians) with internal or outside groups who use or request to the church facilities; maintain key log
- Keep bulletin boards up to date
- Assist with congregation directories and coordinate with photographer
- Distribute church offering envelopes
- Set up and maintain a volunteer sign-up software (i.e. Sign-Up Genius or similar software package)
- Attend personnel committee meetings as requested and provide input and feedback