

Church Secretary / Administrative Assistant  
Grace Lutheran Church, West Carrollton, OH

Title: Church Secretary / Administrative Assistant

Hours: 20 hour per week; M, T, Th, F – 10:00 – 2:00; W – 1:00 – 5:00

Pay Rate: \$12 - \$14/hour

Position Description:

Grace Lutheran Church, West Carrollton, OH is seeking an Administrative Assistant / Church Secretary to support the ministry of our congregation. The ideal candidate:

- Demonstrates competent Christian character
- Is an active member of a local church
- Self-Initiates completion of tasks
- Possesses a friendly personality
- Practices effective communication skills
- Is proficient in Microsoft Office and desktop publishing software
- Has previous administrative experience in a small office setting

Responsibilities:

- Reports to the Council President and Pastor
- Maintains church membership and attendance records
- Informs pastor, shepherd's team, and church membership of member's emergent needs
- Prepares weekly bulletins and newsletters
- Answers phone and email and directs communication as appropriate
- Exercises appropriate confidentiality
- Maintains the church calendar
- Schedules building usage according to church policy
- Originates and replies to church correspondence
- Orders supplies as needed
- Replenish Pew supplies
- Publishes, with the input of the pastor and team leaders, the church annual report
- Schedules lectors for worship services
- Maintains flower schedule
- Assists fellowship team by communicating openings in church lunch schedule
- Fulfills other duties as assigned by the pastor

Qualifications and Experience Desired:

- High School Diploma, some college preferred
- Administrative experience in a small office environment
- Shepherd's Staff membership database experienced preferred

*Send Resume to [phohulin@hotmail.com](mailto:phohulin@hotmail.com)*