

St. Peter's Lutheran Church  
Part time Parish Coordinator  
Job Description

Normal Working Hours:

Monday through Thursday 9:00 AM to 3:30 PM, Six hours per day with 30 minutes unpaid lunch, Friday 9:00 AM to Noon, Also attend Congregational Council meetings as scheduled.

Position Overview

This position shall be defined as an executive assistant who possesses a mastery of office skills, who demonstrates the ability to assume responsibility without direct supervision, who exercises initiative and judgement, and who makes decisions within the scope of assigned authority.

Reporting

The part-time Parish Secretary shall be under the direct supervision of the Congregational Council President and the Pastor, working in conjunction with all committees and organizations of St. Peter's, and with other staff personnel, maintaining confidentiality in all transactions and relationships. The part-time Parish Secretary shall meet with the Personnel Committee as needed throughout the year to discuss any concerns. A formal annual employee evaluation will be held each year following the established St. Peter's employee evaluation process.

Responsibilities

The duties shall include but not limited to:

1. Routine office secretarial/receptionist duties which include
  - a. Receiving and placing calls and routing messages.
  - b. Dealing with the needs of people coming to the office.
  - c. Maintaining files.
  - d. Typing correspondence and reports of staff and standing committees; priority of which will be determined by the Council President.
  - e. Keeping membership files and addresses updated.
  - f. Sorting and routing daily mail.
  - g. Reading, answering, forwarding, and filing email
2. Type, copy and assemble bulletins for regular Sunday and special services.
3. Type, copy, and address all Congregational mailings, newsletter, special letters, and Pastor Correspondence as required and coordinate work of volunteers in preparation for mailing.
4. Record all communions on permanent record from communion cards.

5. Coordinate sponsoring of altar flowers, Sunday bulletins, rosebuds, sanctuary lamp, and Parish Visitor sponsorships.
6. Coordinate calendar of activities, assign rooms to organizations in accordance with building rules and regulations, and collect, record, and secure rental fees.
7. Handle special seasonal projects, such as compilation and printing of the booklets of annual reports.
8. Keep homebound list updated for Eucharistic Ministers and others who visit the homebound members.
9. Report all memorial gifts to the Financial Secretary and all outgoing monies to the Treasurer, send acknowledgement letters of gifts, and notify family members of the deceased of gift received.
10. Maintain a list of parishioners to be included in the weekly prayers.
11. Oversee the maintenance of the Parish Register.
12. Maintain and use the St. Peter's credit card and abide by the "St. Peter's Credit Card Policy". Order supplies from Amazon, 1517, etc. and use the credit card on account orders. Must get approval before ordering and maintain required documentation for credit card invoice approval.
13. Submit Parochial report to ELCA. Assist in gathering church census activity and other required information for the report.
14. Coordinate AARP Tax Prep services and get key for them to use the cabinet.
15. Order flowers for special holidays and type a sheet with sponsorship information.
16. Get all the necessary items for new members and prepare welcome goodie Bags for new members.
17. VBX newsletter printing all necessary information.
18. All Saints letters to family members of persons that have passed away.
19. Reserve dates for the Polling station 2 times a year for gym use.
20. Prepare council packets and have a set of keys for new council members.

21. Monitor return of keys from Council members whose terms expire.
22. Maintain & control security code church access code establishment for authorized individuals.
23. Prepare and distribute the "Council Motions Approved / Old & New Business Report" that lists all motions presented, or voted on and current status.
24. Maintain electronic file of Congregational Meeting Minutes (prepared by the Congregational Council Secretary).
25. Coordinate the list of Sunday worship announcements for the lay assistant.
26. Maintain the electronic index of St. Peter's contracts and electronic and paper copies of the most recent contracts for St. Peter's room rentals and leases, service contracts and other agreements.
27. Keep track of the expiration date of all contracts listed on the electronic index and notify the Congregational Council President & the appropriate Committee Chair 90 days before the contract expiration.
28. The Congregational Council may delegate other duties not specifically outlined in this job description.

Revised July 9, 2024