

Ascension Lutheran Church

Whereas Ascension Lutheran Church is a congregation of the North Carolina Synod of the ELCA, all members of the employed and volunteer staffs shall:

1. Maintain specific skills related to their particular responsibilities;
2. Manifest a dedicated and fervent Christian spirit;
3. Deal graciously with all people;
4. Joyfully cooperate with those persons with whom they serve; and
5. Have a growing understanding, appreciation and enthusiasm for the ministry of Ascension Lutheran Church.

Church Secretary

Conditions of Employment

A. Qualifications. The candidate must be proficient in Microsoft Office (Word, Publisher, Excel). Experience with Sundays and Seasons, Constant Contact and Google Drive is desirable, but not required.

B. Employment Level. The employee shall be a non-member, working part-time, eight hours per week, 12 months per year, with some flexibility in scheduling. Employment is subject to end at any time based on cause.

C. Benefits. There are no benefits.

D. Reporting relationships. The position reports to and is supervised by the pastor. Annual employment review will be completed by the pastor and the employee.

General Responsibilities:

Support the ministry staff and congregation of Ascension Lutheran Church.

Retrieve postal mail 2x/week (at least); sort and distribute to staff and volunteers.

Manage vendor relationships, contracts and maintenance for phones, business machines, HVAC and pest control, and others as applicable.

Order and maintain office supplies, toner and paper order.

Collect reports and related materials for monthly Congregation Council meeting and any specially called congregation meetings.

Support Council members and committees as needed.

Communication:

Maintain confidentiality for pastoral care and financial matters.

Provide a welcoming presence to visitors and inquiries over the phone.

Monitor and respond promptly to church email.

Record phone tree messages as needed for congregation events and announcements.

Manage voicemail and incoming phone calls, including the church cell phone when pastor is on vacation.

Maintain the church calendar for building use (conference room and fellowship hall) and manage facility rentals.

Use Publisher to format the monthly newsletter and distribute the newsletter by email and print.

Update bulletin boards with current calendar and schedules.

Updated 12/4/2016

Prayer:

Keep the list of continuing prayer concerns and update the bulletin and newsletter with changes. Keep prayer request forms stocked in the narthex.

Worship:

Use Word to prepare the worship bulletin and any inserts for the week. Invite volunteer participation.

Maintain and log communion recipients from communion cards on a weekly basis.

Support special worship services and bulletin needs (poinsettias, greenery, lilies, All Saints)

Support the volunteer coordinators (currently Libby Stone and Rose Cook) who manage acolyte, crucifer and assisting minister schedules.

Email worship notes (readings and prayers) to the assisting minister or reader by Wednesday.

Maintain the rotation of ushers and tabulators.

Finance and Stewardship (includes columbarium):

Reconcile petty cash account (receipts and disbursements). Signatory for this account.

Prepare vouchers for accounts payable and communicate with Treasurer.

Record memorials and prepare acknowledgments letters to donors and families of deceased.

Prepare acknowledgment letters for in-kind donations.

Receive columbarium purchases and payments and secure signatures.

Work with the stewardship committee and pastor as needed with stewardship appeals.

Order and distribute offering envelopes on a yearly basis.