

APOSTLES LUTHERAN CHURCH
Office Administrator
Communications Director

DESCRIPTION & REQUIREMENTS

Position Description

The Apostles Lutheran Church Office Administrator is a very special ministry that reports directly to the Senior Pastor and is responsible for all operational and administrative management systems that support the vision and goals of the church. This position is both highly visible and requires the utmost discretion. It provides support to the Pastor and church leadership as requested. Helps develop strategic ministry opportunities as well as resources to support them. You will interact with both congregation members and guests on a regular basis as our front-line point of contact and liaison. While not required to be a member of Apostles Lutheran Church, the person fulfilling this position should be guided by a love for Christ. Duties include, but are not limited to the below:

Requirements:

- A love for Christ and a desire to minister with a servant's heart.
- Professional appearance, excellent communication, and interpersonal skills.
- Self-initiation, able to complete all tasks as a team or with little to no supervision.
- Flexible to occasionally adjust the workday for unforeseen projects and events.
- Minimum five years' experience in an administrative support role or an Associate's Degree.
- Proficient in Microsoft Office (Excel, Outlook, PowerPoint, Publisher, and Word), Easy worship App, and Watchfire/igniter Media.
- Experience in social media marketing and website administration.
- Demonstrate strong attention to detail while multitasking.
- Advanced grammatical and mathematical editing skills and the ability to ensure accurate and concise communications regarding all Church business.
- Ability to quickly learn and manage proprietary Apostles Lutheran Church software.
- Fully participate in the life of Apostles Lutheran Church.
- Above all else, preserve the unity of Apostles Lutheran church by:
 - Supporting the Senior Pastor and Council leadership in putting forth the vision of the Church.
 - Help Apostles Lutheran be the best we can be by bringing forth concerns along with suggestions in a constructive positive manner.
 - Pray for the Pastor, people, staff, and needs of Apostles Lutheran on a regular basis.

Duties

A. Personal Secretary to Senior Pastor

- a. Assist the Pastor in leadership of weekly staff meetings, planning sessions, and other meetings as requested. Facilitate scheduling for
- b. Maintain calendar updates and schedule Pastoral Care, ministry visits, and other appointments.
- c. Generate and distribute any correspondence from the Pastor's office.

- d. Prepare monthly reporting.
 - e. Coordinate special services as needed.
 - f. Minister to the needs of members in the absence of the Pastor.
 - g. Track, and submit expense and mileage reimbursement.
- B. Office Administration
- a. Daily – Manage daily office routine in line with weekly and monthly schedule
Receive and distribute incoming and outgoing mail.
 - b. In conjunction with the Senior Pastor and Council, facilitate the development and implementation of ministry plans.
 - c. Serve as Apostles’ receptionist, receiving members, guests, and telephone calls.
 - d. Weekly – Email updates of events and activities to the congregation. Notify ministry leaders of any announcements and reminders. Order flowers. Prepare for Sunday worship including bulletins, songs, PowerPoints and handouts. Provide bulletins and all required material to online worshipers. Facilitate assistance to ushers, Facebook Live video tech, Easy worship tech, Senior Pastor, guest speakers, deacons, Children’s Ministry leads, greeters, visitor center host, coffee hour volunteers, Sunday school teachers, and ministry leaders on Sunday. Replenish and organize any material in the pews.
 - e. Attend to the security and safety of the building
 - f. Report song royalties for rehearsal and worship service to the correct online Licensing company. Maintain Audio/Video certificate licensing.
 - g. Monthly - Maintain facility-wide calendar online and in the Hebrews Cafe. Email update on recurring activities for the church. Coordinate the production and distribution of any advertising or print publications (flyers/literature).
 - h. Act as liaison to the director of the APC (Apostles Preschool & Childcare) regarding facilities use and communication with the church members.
 - i. Maintain inventory of office supplies.
 - j. Maintain database of Apostles families.
- C. Social Media, Marquee, and website administration
- a. Maintain the Apostles Lutheran Church website by making updates to posted schedules and calendars, special events, ministry representatives, and sermon videos.
 - b. Manage implementation of social media (Facebook, Youtube, etc.) with communications designed to engage and support readers.
 - c. Grow our church with content material that attracts visitors and new participants.
 - d. Oversee and create content with a consistent narrative that includes original and curated content, covers key messages, and aligns with our Church’s principles.
 - e. Edit videos and content for the website and social media use.
 - f. Maintain and accurately update the Marquee sign facing Johnstown Road.

D. Event Coordination and Other

- a. Coordinate with congregant/council/group and manage any meeting space needs and requests.
- b. Assist members and staff with setting up internal and external events.
- c. Coordinate and ensure proper and timely communications are made with all internal and external groups regarding their event needs.
- d. Liaison with any vendors and contractors who will be accessing the facility.
- e. Supervise key access to the church building.
- f. Escalate and report any concerns to the appropriate Apostles Lutheran Church leader and Property Chair.
- g. Identify any ways to improve workflow and duties as assigned in support of Apostles in its witness to our Lord and Savior Jesus

Application Information: Please submit a resume of applicable experience to:

Pastor Dave Peterson
Apostles Lutheran Church
370 Johnstown Road
Chesapeake, VA 23322

Phone: 757-547-4692

Fax: 757-436-7556

Email: office@apostles-lutheran.org

Website: www.apostles-lutheran.org