

Office Administrator
Living Waters Lutheran Church

Living Waters Lutheran Church is part of the Evangelical Lutheran Church in America (ELCA) and a Reconciling in Christ (RIC) congregation that truly welcomes everyone.

Located in Ringoes, New Jersey, our Sunday morning service is filled with joy – from our choir and music to our uplifting sermon and children's message. We're a small congregation that does big things both locally and globally by supporting and participating in service projects to help those in need, providing Christian education opportunities for all ages, hosting community events, and so much more.

Job Summary

The Administrator is a part-time position (a maximum of 10 hours per week, 52 weeks per year – excluding vacation time), which includes the functions described below including assisting the Pastor in the daily administration of the congregation's ministry. Therefore, a person of high moral character, maturity, and understanding of the church's mission and purpose is required for this position because of the confidentiality often associated with the administration of these duties. The person must have clerical, computer, telephone, and interpersonal skills to accomplish the key tasks of publications, records retention, and reception. The Administrator shall report to and be responsible to the Pastor and adhere to the policies and decisions, which are made by the Congregation Council and the Pastor.

Specific Duties and Responsibilities

Document Management: assure accuracy and integrity of parish record

- Assist Pastor with completing the Synod Annual Report
- Maintain church records: e.g. attendance list, Certificate of Insurances, parish record book (hard copy and electronic)

Correspondence: work with pastor and appropriate congregational leadership to assure timely communication inside and outside of the congregation

- Prepare and distribute official church correspondence for the Pastor and the Congregation Council President
- Acknowledge receipt of memorial gifts

Ministry Support: work with pastor and committee chairpersons to assure support is provided to maintain the ministry of the congregation

- Maintain church prayer list
- Prepare and produce Sunday bulletins and inserts when required
- Prepare certificates (confirmation, baptism, wedding) at the request of the Pastor.
- Order materials for congregational ministries

Administration:

- Maintain employee vacation days and absences in the payroll system
- Vendor management - track vendor information and appropriate contacts, service agreements for assets, and schedule maintenance as needed

Preferred Qualifications:

- Maintain confidentiality, excellent communication and interpersonal skills, organized and proactive
- Competent in Microsoft Office applications and Google Suite

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Compensation:

- This is a salaried position with a maximum of 10 hours per week, with the exception of high holiday seasons (Advent, Christmas, Lent and Easter).
- Two weeks paid vacation
- Planned absences require approval by the Pastor