

Office Communications Administrator
Trinity Lutheran Church
Ottawa, Illinois

The office communications administrator coordinates all print and online communications, as well as managing the church office.

At Trinity Lutheran Church, we are a people "called together, sharing Christ". As a member congregation of the Evangelical Lutheran Church in America, we believe that every person is created in the image and likeness of God. This means that our community affirms and celebrates the inherent worth and dignity of each child of God, regardless of age, gender expression, ethnicity, color, or sexual orientation. All are welcome!

Responsibilities

1. Meetings
 - a. Attend weekly staff meetings

2. Clerical Management
 - a. Create weekly Sunday Worship bulletins with information provided from the Pastor, choir director and music director
 - b. Create the weekly newsletter "Trinity at a Glance"
 - c. Insert additional information (music, special guests, etc.) in the Pastor's liturgy and place into the binder along with Trinity at a Glance
 - d. Post the Trinity at a Glance onto the Trinity website
 - e. Mail the Trinity at a Glance to those who have requested it
 - f. Email the readings and Prayers to the lector
 - g. Report all copyrighted music used to CCLI Song Select or One License
 - h. Record Weekly attendance in Excel folder
 - i. Maintain the office staff Google calendar
 - j. Sort and distribute the daily USPS mail
 - k. Maintain and organize all church files
 - l. Maintain all church records:
 - Membership Information
 - Baptisms and the Affirmation of Baptism

- Weddings
 - Funerals
 - Committee Members
 - Council Members and Terms
 - Council Agendas, Minutes and Finance information.
- m. Make copies of all documents needed for monthly council meetings
 - n. Purchase maintenance and janitorial supplies
 - o. Inventory and Purchase all office supplies
 - p. Prepare the Sanctuary for Worship. Place bulletins on tables, the readings on the lectern, and arrange altar flowers
3. Communications
- a. Answer, direct and return all phone calls, emails, and mail
 - b. Welcome all visitors to the office
 - c. Create special bulletins as needed (Baptisms or Funerals)
 - maintain communications with funeral homes.
 - Contact funeral committee as needed
 - Organize organist and soloist as per request
 - Oversee that the sanctuary is prepared for special services
 - d. Maintain communication with the maintenance and janitorial staff
 - e. Distribute communications with all ministries, committees and teams
 - f. Coordinate Worship assistant schedules

Supervision and Work Week Expectations

1. The Communications and Office Administrator reports directly to the Senior Pastor, who is responsible for performance evaluations as delineated in the Trinity Lutheran Church's constitution
2. This is a part-time hourly position, Monday through Thursday, from approximately 8:30 - 2:30. Hours are flexible.

Qualifications

1. Previous experience an office communications employee
2. Must have completed high school. A bachelors degree in communications or another related field would be helpful