

**ADMINISTRATIVE ASSISTANT
To Childrens, Youth, and Families
Ministry Description**

St. Matthew Lutheran Church
Walled Lake and Wixom, Michigan

I. PURPOSE

In response to Christ's love, with the Spirit's help, according to the Father's will, and for God's glory, the Administrative Assistant will work with co-workers, volunteers, pertinent Implementation Team Staff to provide administrative and secretarial support for Children's Ministry, Youth Ministry, and Family Life Ministry and Walled Lake church office.

II. RESPONSIBILITIES

A part-time Administrative Assistant, under supervision of the Minister of Youth, shall be responsible for providing support for Walled Lake church office ministry, Family Life Ministry, Children's Ministry and Youth Ministry across a range of activities as follows:

A. Weekday Welcome Center Receptionist

- Letting guest and visitors into the building according to current safety protocols.
- Making sure individuals sign in and sign out.
- Giving directions to room locations.
- Contacting appropriate staff when guests arrive for appointments.
- Serve as an integral part of overall building safety.
- Complete tasks from Family, Children, Youth, and other ministries as time permits.
- Train Welcome Center Volunteers as needed.
- Update Welcome Center Procedure Manual regularly.

B. Family Life Ministry

- Work with Communications Manager to help design flyers, brochures, invitations, and publicity for a variety of Family Life ministry events and maintain Family Life Bulletin board as requested.
- Input and follow up on all calendar and room scheduling for Family Life Ministry weekly programs, meetings, trainings, and various events.
- Submit all regular church and school communication requests.
- Manage the stock for the various Family Life classes and order supplies as part of these various classes.
- Assist in the preparing of materials for Pre-Marriage and Marriage classes.
- Assist the Family Life team to prepare handouts, train teachers, order food, coordinate child care.
- Assist the Family Life team in Family Life classes by keeping track of upcoming classes and inviting parents to the appropriate classes.
- Attend Family Life Team Meetings.

C. Children's Ministry

- Work with Communications Manager to help design flyers, brochures, invitations, and publicity for a variety of Children's Ministry events and maintain Children's Ministry Bulletin board as requested.
- Produce letters and official church documentation as requested by the Minister to Children and Families.
- Organize and maintain Children's Ministry supplies.
- Submit all regular church and school communication requests.
- Input and follow up on all calendar and room scheduling for Children's Ministry weekly programs, meetings, trainings, and various events.
- Provide administrative support for Children's Ministry as requested, including, but not limited to: Bible Adventure, Kids Praise, Vacation Bible School, Fall Harvest Festival, Christmas Caroling, Beginner and First Bible classes.
- Under advisement of the Minister to Children and Families, maintain Children's Worship bags including: creating weekly coloring pages, bi-weekly pages during Advent and Lent, managing worship bag supplies, and providing research and additional supplies needed for Christmas and Easter Children's Worship bags.

D. Youth Ministry

- Work with Communications Manager to help design flyers, brochures, invitations, and publicity for a variety of Youth Ministry events and maintain Youth Ministry Bulletin board as requested.
- Order materials for Middle and High School classes as requested
- Prepare confirmation certificates and assist in coordination of the confirmation banquet.
- Submit all regular church and school communication requests.
- Input and follow up on all calendar and room scheduling for Youth and Confirmation Ministry weekly programs, meetings, trainings, and various events.
- Produce letters and official church documentation as requested by Minister of Youth.

E. Provide administrative support as mutually agreed upon by supervisor and Office and Communications Manager.

- Enter weekly worship and Bible Class attendance into database.
- Complete worship Communication Card First Time Visitor reports each Monday after attendance is posted.
- Update wedding coordinator on any upcoming weddings.
- Maintain supply of wedding informational books for file in church office
- Produce and prepare bulk mailings as requested.
- Perform meeting or work follow-up for assigned leaders.
- Perform filing and retention of documents, memos, etc.
- Gather, sort, and distribute mail daily.
- Assist in preparing presentations.
- Provide back-up Church Secretarial services on an as needed basis.
- Other duties as assigned.

- F. Support Operations for Child and Youth Safety Policy
 - Prepare copies of the Child and Youth Safety Manual.
 - Conduct child protection interviews with all Level 1 Screened Volunteers and Level 2 Screened Volunteers, as deemed necessary by Implementation Team Staff.
 - Create and maintain updated files for child/youth ministry volunteers, according to specific ministries, including documents outlined for each screening level in St. Matthew's Child and Youth Safety Policy Manual.

III. SUPERVISION AND BENEFITS

- A. The Administrative Assistant is under the authority of the Minister of Youth.
- B. The Administrative Assistant is an hourly position not to exceed 25 hours weekly between the hours of 8:00 a.m. - 4 p.m. (Some evening and/or weekend hours, as needed, will be required).
- C. The Administrative Assistant will maintain good computer skills commensurate with the technical environment of the office operations.
- D. Compensation and benefits will be set by the congregation and reviewed annually by the Budget Committee, upon recommendation of the Personnel Committee.
- E. All church office support staff are subject to the conditions of employment outlined in St. Matthew Lutheran Church and School Congregational Personnel Manual.

Date: _____

Signature of
Administrative Assistant _____

Signature of Church
Representative _____

Approved by the Administrative Board: 06/19/08
 Minor updates approved by the Strategic Planning Team: 8/18/10
 Minor updates approved by Strategic Planning Team on 8/14/12
 Proposed changes approved by Strategic Planning Team and Personnel Committee on: 10/2/12
 Proposed changes approved by Family Life Team, Youth and Children's Ministry Boards 3/11/16
 Proposed Changes approved by Youth and Children's Board August 2017.
 Minor Updates approved by Youth, Children's and Family Ministry Teams and Personnel Committee May 2021

DESIRED QUALITIES

- A. Administrative Assistant's Spiritual Maturity should be reflected as follows:
 - 1. Fervent personal devotion, Bible study and prayer life
 - 2. The fruits of the Spirit should be evident
 - 3. Outgoing and congenial
 - 4. Confidentiality

- B. Administrative Assistant's Spiritual Gifts should include:
 - 1. Administration
 - 2. Helps

- C. Administrative Assistant should have experience and personal qualities as follows:
 - 1. People skills especially in activities such as interviewing, telephone techniques, cordial reception of people entering the offices/church facility, handling requests for service, and working with co-workers and staff.
 - 2. High levels of competence in using Google Docs, Microsoft Word, Excel, Publisher, and Power Point.
 - 3. Ability to manage own time and work effort.
 - 4. Be self-motivated.
 - 5. Have problem-solving skills.
 - 6. Be results oriented.

- D. Administrative Assistant should have a Team Spirit reflected as follows:
 - 1. Work cooperatively with co-workers.
 - 2. Fully embrace St. Matthew's Mission and Vision Statements (listed on the front page).
 - 3. Embrace and, with God's help, evidence the Staff Values (listed below).

Mission Statement

St. Matthew Lutheran Church exists to make Christ-followers who are growing:

- UP with God
- IN community
- OUT with His Love

This congregation shall strive to fulfill its purpose by the preaching of the Word of God, by the administration of the Sacraments, and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article III) and by fostering Christian fellowship and charity.

Core Values

God has called St. Matthew Lutheran Church to:

1. **Believe** in Jesus as the only Savior
(John 14:6; Acts 4:10-12)
2. **Live** as a Bible-based and Spirit-led people
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)
3. **Worship** God together
(Colossians 3:16; Hebrews 10:24-25)
4. **Share** the love of Jesus
(Matthew 28:18-20; Acts 1:8)
5. **Grow** closer to and more like Jesus
(Romans 12:1-2; Titus 2:11-14)
6. **Serve** God with our gifts
(Romans 12:4-8; 1 Timothy 6:17-19)
7. **Love** one another in caring communities
(I Corinthians 13; Ephesians 4:15-16)
8. **Pass** Jesus on to the next generation
(Deuteronomy 6:6-9; Proverbs 22:6)

St. Matthew Lutheran Church Staff Values

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit. Approach your work and your life with Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and enthusiastic attitude

Ask the people with whom you work, "What can I do to help you?"
Expect to be a team player who has the best interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict resolution and meaningful communication must take place in an environment of openness,

truth telling and sensitivity.
Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty. Put your hand to the plow and don't look back! Do all you can heartily and serve the Lord with fortitude.

Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words of encouragement and appreciation whenever you have an opportunity. Write the note, make the call, give the gift that says, "You and your ministry matter to God!"

1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church, your life and your ministry. Remember why you're in this.

1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your ministry and your personal walk with Jesus. Humble yourself before God and expect Him to do great things as you seek to serve Him with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22