

**Trinity Lutheran Church, 1410 Rogers Street, Stevens Point WI 54481 is seeking
candidates for the following position.**

Job Title: Administrative Assistant

Employment Status: Part-time (32-35 hours/week), Non-exempt

Employment Type: Hourly

Reports To: Ministry Team Leader

Effective Date: August 6, 2025

Job Summary: Maintain a functional office that optimizes and supports ongoing ministries of the church while providing support to pastoral and other staff. Create a welcoming ministry of encouragement and assistance to all who enter the church or communicate with Trinity electronically or by phone.

Essential Job Responsibilities:

Clerical/Administrative (25%)

- A. Performs a variety of clerical duties and provides designated administrative support to the Pastoral Staff, Ministry Staff, Church Council President, Committees, and volunteers.

Communication (50%)

- A. Prepares communication pieces (printed and electronic) for the congregation including website updates as directed by Pastoral and Ministry Staff.
- B. Prepares, and print Sunday and midweek bulletins weekly, and any other special bulletins as needed.
- C. Obtain reports from staff members, Council, and committees for Trinity annual report.
- D. Prepares the connection cards and children's bulletins.
- E. Prepares Sunday's weekly announcements.
- F. Collect articles, type, and edit for the Wednesday Weekly Email.
- G. Post future livestreams to the Trinity Website.
- H. Schedule Zoom meetings as needed.
- I. Prepares a new Trinity phone book for members annually.
- J. Distribute the Church council and committee minutes.

Other (25%)

- A. Attends weekly Ministry Staff planning meeting.
- B. Maintains church records pertaining to the following church activities: congregational membership, marriages, baptisms, and funerals, and update electronic database.
- C. Operates office equipment, oversees, and anticipates supply needs and maintenance, orders supplies and verifies resulting invoices.
- D. Sorts mail and inter-office communications.

- E. Help assign space appropriate for use for meetings, classes, workshops, etc. Facilitates space available for non-Trinity or community functions.
- F. Provides a welcoming presence for all who contact or visit the church.
- G. Coordinates and maintains effective procedures and efficient workflow.
- H. Implements policies and procedures established by the Senior Pastor and/or Church Council.
- I. Maintains the master calendar online, along with Financial Assistant.
- J. Maintains a cohesive working relationship with the Pastoral Staff, Ministry Staff, Office Staff, Church Council, and members of the congregation.
- K. Support office volunteers by providing any necessary training and supplies, as needed.
- L. Provide readings from Sunday and Seasons for the nursing home volunteers.
- M. Submit copyrights for music use during Trinity's worship services, idealizing One License, CCLI and Sunday and Seasons.
- N. Prepare the annual Parochial report and submit it to the ELCA website.
- O. Update the congregational leadership directory on the ELCA website.
- P. Assists with office coverage as needed, and provide vacation back-up for the Financial Assistant in his/her absence.
- Q. Maintain and update records of members, including contact information, offering envelope numbers, and communion attendance.
- R. Maintain the visitation spreadsheet for nursing home visits.
- S. Advance the school grades in Servant Keeper.

Minimum Qualifications:

- A. Church clerical or related office experience.
- B. Candidate must be self-directed, detail-oriented individual with demonstrable skills in the following areas: Written and verbal communications, typing, knowledge of various types of software used for publications, database maintenance, and website management,
- C. Must have the ability to handle accurately and confidentially, church office details and congregational information.
- D. Ability to multi-task and work through interruptions.
- E. Should be a team player.
- F. Should present a professional appearance, with a conscientious work ethic, teaching ability and accountability.
- G. Experience working with Canva software would be very helpful

Physical Requirements:

Sit most of the working day. Ability to lift and move boxes of paper and office supplies.

Working Conditions:

Must be able to work in a busy office with frequent interruptions and meet deadlines accurately, while maintaining a positive, friendly attitude.

Please submit a cover letter and resume to the above address or via email to trinity@trinitysp.com.