

# First Lutheran Church, 232 Bristol Street, Southington, Connecticut 06489

[www.FirstLutheranSouthington.org](http://www.FirstLutheranSouthington.org)

Send resumes to: The Rev. Joshua D. Rinas, Pastor [PastorJoshuaRinas@gmail.com](mailto:PastorJoshuaRinas@gmail.com)

<b>Position title:</b>	Parish Administrator	<b>Type:</b>	Part-time
<b>Compensation:</b>	\$13/hour	<b>Work Schedule:</b>	Weekday mornings, 17 hours/week
<b>Job description/Purpose:</b>			
<ul style="list-style-type: none"><li>• Enhances effectiveness by providing information management support.</li><li>• The Parish Administrator provides clerical support for the pastor, staff, and congregational leaders.</li><li>• The Parish Administrator coordinates the church office and creates communications for the congregation.</li></ul>			
<b>Job Duties:</b>			
<ul style="list-style-type: none"><li>• Maintains professional and courteous communication and interaction with the congregation and public</li><li>• Sustains continuous communication with the pastor, staff, and congregation leaders</li><li>• Prepares, proofreads, prints, and copies all weekly bulletins, monthly newsletters, weekly e-news, occasional letters and documents for the congregation</li><li>• Prepares minutes for the Congregation Council Meetings.</li><li>• Provides the Congregation Council with a monthly written report.</li><li>• Maintains church calendars for the scheduling of meetings, functions, and special events held on the property or for the congregation.</li><li>• Maintains accurate membership records including vital statistics and contact information within the Church Management Software and directories.</li><li>• Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.</li><li>• Keeps equipment operational by following manufacturer instructions and established procedures.</li><li>• Secures information by completing database backups.</li><li>• Coordinates requests for church property rentals.</li><li>• Maintains accurate record of petty cash.</li><li>• Orders worship materials and supplies, including: altar flowers arrangements, holiday flowers, palms, and candles.</li><li>• Assists pastor in special projects, and coordinating the pastor's calendar and schedule.</li><li>• Answers phone and routes messages to appropriate recipients.</li><li>• Opens, sorts, and delivers mail and oversees bulk mail procedures.</li><li>• Receives and corresponds with congregation's office email.</li><li>• Assists in maintenance of website.</li></ul>			
<b>Skills and Qualifications:</b>			
Administrative Writing, Reporting, Supply Management, Filing, Scheduling, Microsoft Office & Publisher Proficiency, Professionalism, Confidentiality, Organization, Typing, Verbal Communication			