

Position Description: Temporary Assistant

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Temporary Assistant is classified as a part time employee who reports to the Pastor & Executive Director or other Head Staff as designated by the Congregational Council.

Job Overview

The Temporary Assistant will oversee the responsibilities and duties outlined by the Director of Operations in the Parental Leave Plan.

Responsibilities and Duties

1. Electronically distribute leader guides for Sunday Mass and Holy Days in collaboration with the Worship & Music Ministry Team, the Pastor, other worship staff and volunteers.
 - a. Send weekly reminders to assistants with any special instructions before each Sunday Mass and Holy Day.
2. Assist the Pastor with printing and assembling of bulletins for weddings and funerals.
3. Alert proper volunteer if new space use requests come up for the Faith Center or the Rotterdam Community Center.
4. Maintain bulletin boards at the Faith Center and the Rotterdam Community Center. Print flyers as directed by the Pastor & Executive Director, Congregational Council and Advisory Board.
5. Answer the office telephone during work hours and forward voicemails to food pantry leaders, rostered leaders or other staff and volunteers at the faith center. Answer all emails, phone calls and social media inquiries associated with the Community Center with support from the Pastor & Executive Director and the Advisory Board as needed.
6. Sort mail for both facilities, submit expense forms for all invoices received to the Treasurer and maintain a copy of the invoice and expenditure form in the appropriate file in the Director of Operations office. If any payments for space use are received, fill out a receipt of payment and put in the lock box in the Director of Operations office and maintain a copy of the receipt of payment in the appropriate file in the Director of Operations office.
7. Ensure correspondence is received by the Pastor & Executive Director, relevant staff officers and other volunteer leaders as needed, including from e-mail and social media accounts.
8. Prepare *The Weekly* each week according to a event list supplied by the Pastor.
9. If an emergency comes up and office supplies, printer maintenance or custodial supplies are needed, you will order supplies from WB Mason or Amazon with assistants from Pastor & Executive director as needed.

Adopted by vote of the Congregation Council on ???

10. Assist the Pastor & Executive Director in supporting the five ministry teams of the congregation as follows:
 - a. Prepare mission support mailings in collaboration with Mission Support Chair and the Financial Secretary.
 - b. Assist Care & Concern Committee with printing/ordering cards and other materials as needed.
 - c. Assist the Faith Formation Ministry Team in outreach and form collection for Youth & Family events.

Compensation/Benefits

1. Hourly pay on experience as negotiated with Personnel Committee, with an average of ten hours of work a week expected.

Skills and Qualifications

1. High school diploma required, and degree of higher education preferred; long term experience in lieu of degree may be considered.
2. Demonstrated skill and competency in clerical work, organization, web, and social media technologies.
3. Be able to pass a background check.
4. Ability to work well with others and participate collegially with the Pastor & Executive Director, staff members, congregational leaders, and volunteers.
5. Agree to abide by all policies and procedures found in the employee handbook.
6. Demonstrated skill or ability to self-teach in platforms including Microsoft Word, Zoom, Google Docs/ Sheets/ Slides/ Forms/ Calendar, Facebook, and Mailchimp.