

**Part-Time Office Administrative Assistant
Faith Lutheran Church Cleveland GA**

Reports to: Pastor

Status: Part-time, 8-10 hours per week, In-person

Schedule: 1-2 mornings per week, flexible - plus Sunday morning as needed

Purpose

To support the Pastor and daily operations of a very small ELCA congregation through office administration, communication, and worship preparation.

Essential Duties

1. Office & Communication

Serve as first point of contact for the church office by phone, email, and in person

Monitor church email and voicemail; return and make calls promptly on behalf of the Pastor and church

Maintain church calendar, appointments, and office files with strict confidentiality

Prepare and print weekly bulletins, announcements, and support administratively monthly newsletter editor as needed

Administrative support for council and congregational meetings

Maintains appropriate office supplies

2. Worship Support - Technical

Accurately import scripture readings, hymn/song lyrics, liturgy, and sermon points using Sundays & Seasons or designated program.

Coordinate weekly with Pastor on order of worship

Ensure slides are ready and system is operational for Sunday worship

Ensures call-in system is online and operational for Sunday worship

Create weekly sermon slides using SongShow Plus or designated program

3. Congregational Records

Maintain church directory - keep names, addresses, phone numbers, emails, and emergency contacts' current

Manage directory updates for new members, visitors, and changes

Maintain membership and attendance records

4. Offering Support

Tabulate tithes and electronic deposits weekly and communicate information to the Financial Secretary using approved software (PowerChurch or as designated)

Maintain strict confidentiality of all giving records

Required Qualifications

Strong email and computer skills

Comfortable making and returning phone calls professionally

Highly organized, dependable, and able to work independently in a 8-10 hour per week role

Committed to maintaining absolute confidentiality for pastoral, directory, and financial information

Supportive of the mission and values of the ELCA

To Apply: Please send resume and three references to,

By Mail to,

Rev. Alfredo M Oviedo

Faith Lutheran Church

P. O. Box 3381

Cleveland, GA 30528

By Email,

faithlutheran@windstream.net