

Task Chart
Part-time Administrative Assistant

Daily

Check Email

Throughout the week

Answer telephone while in office
Check voice mail at least twice a week
Type general correspondence as needed
Maintain the church calendar on website
Update website as needed and newsletter

While in office

Welcome visitors, give assistance, or direct them to the person who can assist them

Weekly

Assign and maintain envelope numbers and envelopes.
Enter weekly worship and Sunday school attendance. Include communion where it applies.
 Prepare list of visitors for file and for Pastor.
Enter confirmation class attendance.
Enter sermon notes on computer
 File sermon notes in the child's file.
Add worship attendance and Sunday school attendance to discipleship report for council.
Proofread newsletters, bulletins, funeral bulletins, and any insert.
Provide announcements and calendar for bulletin.
Compile and print bulletins.
Send out readings to those who have signed up to be lector.
Send out Timely Tidbits through mailing list to keep congregation informed.
Sent out Worship Info through mailing list.

Monthly

Prepare and print membership report to the Church Council.
Print copies of council and committee minutes when asked to do so.
Prepare the Newsletter.
Enter any songs on onelicense.net and/or ccli.com that we have used with their copyright for the month.

Yearly

Prepare and mail letters to congregation at Christmas and Easter.
Enter Pledges at time of annual stewardship drive.
 Once pledges are all in, give report to treasurer.
Early August - Update Sunday School roll.
Prepare annual parochial report to the ELCA.
Prepare reports for Annual Congregational Meeting.

As Needed

Maintain parish records.

Update current communing/contributing list of members.

Assign each member a person ID number.

Maintain current personal record for each member on Church Windows.

Birth date / place

Baptism date

Confirmation date

Wedding date

Transfers

Deaths

First Communion

Maintain current information in Church Parish Book.

Baptisms

Marriages

Deaths

Confirmations

Transfers in and out

First Communion

Maintain current information in computer parish register.

Send letters to churches from where new members are transferring.

Prepare Certificate of Transfer when requested by new church.

Type Marriage Licenses.

Type Baptismal Certificates.

Type Baptismal Sponsor Certificates.

Type Confirmation Certificates.

Type New Member Certificates.

Make new parish record sheets for new members.

Enter new members in Church Parish Book, Church Windows and computer parish register.

Order Supplies

Maintain adequate supplies for effective work level in office.

Paper supply for 3-6 months

Miscellaneous supplies (enough for Sunday school and office)

Maintain adequate supplies for effective level in parish.

Offering envelopes

Communion Cards

Send out sympathy/get well cards.

Other duties as assigned by council or pastor