

Trinity Lutheran Church – Position Description

Job Title: Office Coordinator

Reports to: Lead Pastor

Hours: 30/weekly without benefits

Position Summary:

As the primary office administrator and welcoming face of our ministry, you will support the church's mission to Connect, Grow, and Serve. In this role, you will manage daily operations, communications, and schedules while partnering with leadership to create a hospitable environment for all visitors and callers. A professional, courteous, and confidential approach is essential to seamlessly supporting our staff, congregation, and community.

Office management

- Manage and coordinate the church's main calendar and oversee building schedule
- Create a welcoming atmosphere and friendly response to visitors or people calling on the phone
- Maintaining professionalism, courtesy and confidentiality at all times, including when dealing with people in crisis and emotionally sensitive issues
- Partner with pastors, staff, church council, committee and all members of the congregation for all clerical and business needs
- Participate in faith based weekly staff meetings
- Facilitate new employee and council member onboarding processes
- Oversee office area, maintain equipment and supplies
- Keep the office area and personal workspace organized and neat

Communications & Technology support

- Serve as primary point of contact and compile information for all church communications
 - Solicit articles, compile, design, edit and proof
- Create and publish and coordinate:
 - Worship bulletins for services, funerals and special services.
 - Lead role in event updates for Website, Social Media, Blogs, Community Bulletin Board
 - Weekly update emails to congregation
 - Mailings to congregation members without electronic access
 - Monthly newsletter
 - Annual Congregational report
 - Prepare agenda for congregational meetings (October – February)
- Serve as primary contact for IT support, handling tasks as able and passing greater needs to multi-media technician
- Maintain church databases and written records with accurate household information

Financial Coordination

- Collaborate with bookkeeper and serve as a partner to understand the billing process
- Oversee and maintain church contracts in collaboration with bookkeeper

- Partner with Executive Committee and bookkeeper to maintain a manual of policies and procedures governing the financial aspects of property management of the church
- Coordinate the procurement process for goods and services purchased for property management, working to steward resources well

Competencies:

- Ability to work independently as well as part of a team
- Strong verbal and written communication skills
- Efficient, organized and detail oriented
- Ability to manage multiple projects and accommodate short deadlines
- Articulate and able to justify decision
- Flexible to changing priorities
- A commitment to upholding the values, mission, vision of Trinity Lutheran
- Ability to maintain confidential and sensitive information

Required Qualifications:

- Proficient in Microsoft Offices software programs and ability to quickly learn new programs
- Proficient in general office equipment including computers, printer, copier and telephone
- Previous 5+ years office, business or professional experience

Preferred Qualifications:

- Experience in non-profit administration
- Awareness and knowledge of the church and organizational expressions
- Post-secondary education in Business Administration, finance or related field

6/30/2026

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Descriptions