

**Holy Trinity Lutheran Church
1900 The Plaza
Charlotte, NC 28205**

Part-Time Parish Administrator Work Responsibilities

Overview

The part-time Parish Administrator of Holy Trinity Lutheran Church oversees the general administration of the congregation. It involves administrative work and interaction with our relatively small congregation in a way that facilitates our mission of Loving Not Judging.

Key Job Functions

- Worship Preparation
 - Working with the pastor and director of music to determine the content of the Sunday bulletin as well as bulletins for weddings, midweek services, and Christmas Eve
 - Creating the bulletin (in MS Word or similar software), printing and emailing prior to each service
 - Ensuring worship participants have all appropriate information and materials
 - Maintaining the altar flower calendar, reminders and bulletin acknowledgements including Christmas poinsettias and Easter flowers
- Communication
 - Answering phone calls and checking email daily
 - Responding to and forwarding website inquiries
 - Creating a monthly newsletter for distribution by email, printed copies available in narthex
 - Maintaining the master calendar for the congregation, both online and in hard copy
 - Creating e-blasts as necessary
 - Acknowledging memorial gifts
 - Compiling and publishing the internal Annual Report
 - Publishing weekly bulletins and monthly newsletters on website - duplicate
 - Updating voicemail system as needed
 - Keeping tenants informed of relevant church issues and events
- Property Management
 - Troubleshooting property issues as they arise including notifying contracts and property team when service is needed
 - Providing primary contact for building use requests and tenants
- Record Keeping
 - Maintaining attendance records through the Church Management System
 - Maintaining the parish roll (baptisms, confirmations, marriages, and deaths/funerals, Church Management System)
 - Maintaining and updating our Congregational Directory
 - Maintaining files with contractors, businesses, etc.
- Supplies
 - Placing orders for both office and maintenance supplies as needed

- **HTLC Paid Vacation Days**

- New Year's Day (January 1) *
- MLK Day (3rd Monday in January)
- Easter Monday (the Monday after Easter Sunday)
- Memorial Day (last Monday in May)
- Labor Day (first Monday in September)
- July 4th *
- Thanksgiving Day + day after (third Thursday and Friday in November)
- Christmas Day + day after *

*If any of these days falls on a Saturday or Sunday, the day off may be moved to the following Monday

- One week unpaid vacation
- **Unpaid sick days as necessary, unpaid vacation days with prior approval**