

**JOB TITLE:**



Pine Technical &  
Community College  
CAREER SERVICES

# OFFICE MANAGER

**COMPANY NAME**



**First Lutheran Church**

**JOB DESCRIPTION**

**SPECIFIC DUTIES** • Collaborate closely with the Pastor, Children, Youth & Family Director, and volunteers to help support events such as worship services, fundraisers, community outreach initiatives, and social get-togethers • Oversee the operation of the church office and provide administrative support for the Pastor, Children, Youth & Family Director, and boards/committees/teams • Occasionally be present during activities and events to engage and get to know members & visitors • Assist with fulfilling appointments for the Pastor • Serve as the primary point of contact handling phone calls, emails and inquiries from visitors, members, and the public; answer questions, assist with any problems, and forward messages as appropriate to staff/committees • Maintain the hospital/prayer list, notifying appropriate staff and volunteers Weekly: • Produce and distribute necessary bulletins and inserts for worship or special services, as well as baptismal and wedding certificates • Produce and distribute paper or digital communications (Constant Contact) for the Congregation • Produce projection slides for Sunday and other worship opportunities and coordinate with worship assistants • Prepare media advertising, event flyers and sign-up sheets • Purchase supplies and materials including submission of receipts, invoices, and statements to treasurer • Load and maintain outdoor digital sign • Load and maintain bulletins, Newsletter, calendar, meeting information, and weekly activities on the church website and social media platforms • Manage and keep accurate church records, membership database, church directory, key distribution.

**LOCATION**



**On-Site in Hinckley, MN**

## CONTACT INFORMATION

Pastor Erik Rundquist 320-384-6393  
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