

Parish Assistant position for:

Trinity Evangelical Lutheran Church
232322 N. 120th Avenue, Wausau, WI 54401

St. Peter Lutheran Church
135237 County Road A, Marathon, WI 54448

\$15.00 an hour – Part-time about 15 – 20 hours per week (occasionally more) varied daytime hours Mon – Fri
8am – 5pm

Job Summary

The Parish Assistant will produce the monthly newsletter and all worship and special event bulletins. This position will prepare reports and enter data into various software programs. This position supports the pastor, church councils and members. The position will work from Trinity and St. Peter offices.

Responsibilities and Duties

- Prepares weekly bulletins and monthly church calendars and newsletters
- Schedules lectors, ushers, carport greeters, acolytes, communion assistants, etc.
- Prepares and distributes the yearly annual meeting report
- Orders church and office supplies
- Maintain office machines (i.e.: call for repairs)
- Maintain member mailboxes
- Assists with the administrative needs of Sunday School, VBS, church councils, WELCA and other church committees
- Assists pastor in preparing parochial report for the Synod
- Assist pastor in updating the church record's book
- Updates digital membership records on the computer as changes occur
- Edits, publishes, prepares and send regular and bulk mailings
- Creates flyers and inserts for special events/services
- Writes and sends out letters to the congregation as needed
- Prepares the yearly membership directory for the council
- Updates the church website and social media
- Contacts organist/pianist related to service songs, special music
- Collects information and completes forms for new members, transfers, etc.
- Collects information and creates certificates/forms for Baptisms, confirmation, weddings and other special events
- Communicates with church committees and organizations related to special circumstances and services (i.e. funerals, alter guild, flower deliveries)
- Performs other task as assigned by the pastor and/or church councils including financial data entry.
- Must maintain confidentiality in all matters
- Must exude warmth and convey a spirit of hospitality
- Create an atmosphere of grace, kindness, acceptance and forgiveness for all who encounter St. Peter / Trinity Parish

Qualifications and Skills

We seek a person with a strong writing and reporting skills, Microsoft office skills, time management skills as well as experience with various social media formats.

Send Resume to trinitystettincouncil@yahoo.com – or - StPeterLutheranchurch@yahoo.com

Application taken until June 15th 2021