



Waconia Moravian Church Communications and Office Administrator

The Waconia Moravian Church is a Protestant church located in the heart of Waconia, Minnesota. We are a family church with a community and global mission focus, ministering to all of God's children.

Our Mission: We believe it is our calling to be a theologically diverse community of believers in Christ, growing, connecting, and reaching out through God's grace.

Overview

- This position reports to the Pastor of the church and the Board of Trustees.
- The Communications and Office Administrator role includes actively supporting the church's core values, mission statement, vision, and various ministries.
- This role supports the communications and day-to-day operations on behalf of the church.
- This role increases the visibility and supports fostering the growth of the Waconia Moravian Church and its values to current members and the greater community.
- The primary activities for this role involve handling the day-to-day operations, communication across multiple forms of media to support all church services and events, and money management.
- This is a part-time role estimated for 20-25 hours per week

Qualifications

The qualities we feel embody the position include:

1. Love of Christ and Christ's church
2. Previous administrative/clerical experience, organized, and detail oriented.
3. Proven experience managing social media platforms like Facebook, Instagram, and website applications, etc.
4. Ability to communicate with various church leaders and committees (i.e. pastor, music director, elders, trustees)
5. Experience with Microsoft Office, ADP software, and various accounting software preferred.
6. Desire to serve God through this ministry.
7. Be 18 years of age or older.

8. Be legally eligible to work in the United States (at least one coordinator if serving as a team).
9. Have basic fluency in English to compose marketing elements for the community.
10. Be physically able to use stairs, bend, sit, stand, stoop, carry up to 25 pounds.

Responsibilities

The position has the following responsibilities:

1. General Activities

a. Communications

- Responsible for the creation and retention of church bulletins.
- Create and maintain an active on-line presence. Update the church calendar, website, and social media platforms for the day/week/month.
- Ensure parishioners and ministry requests are addressed for any planned activity.

a. Office

- Review the church mail, emails, and voicemails and respond as necessary; communicate with the Pastor or appropriate church leader(s) regarding any pertinent information.
- Coordinate supplier orders with the Pastor.
- Maintain an orderly office and ensuring all file items are stored properly (i.e. make sure confidential material (financial information) can only be accessed by yourself or the pastor)

0. Weekly Activities (by day of the week)

a. Communications

- Prepare and distribute the Service slide show.
- Create and update calendars both pre and post event on the website and social media platforms for all events.
- Update the Member database, Moravian Minute, and review and finalize weekly bulletin.

a. Office

- Input service attendance in the appropriate Excel spreadsheet throughout the year. Ensure any remaining bulletins are recycled, while keeping one copy for the church file.
- Enter all contributions and deposits into Servant Keeper and QuickBooks, respectively.

- Pay Bills
- 0. Monthly Activities
 - a. Communications
 - Update and finalize the Quarterly Newsletter
 - Post the church calendar in the hallway and each bulletin board
 - a. Office
 - Coordinate with the payroll company (ADP)
- 4. Other Activities
 - a. Prepare financial statements for contributors (for tax purposes)
 - a. Prepare the Annual Report for the Annual Council Meeting

Terms and Conditions

The terms and conditions of this agreement, include the following:

- All “responsibilities” as identified within this agreement shall be completed.
- If the responsibilities change during the terms of the agreement, the Waconia Moravian Church reserves the right to modify the terms and conditions of this agreement.
- General Work Hours: Monday through Friday; five (5) hours per day (25 hours per week)
- If illness, notification must be provided to the Pastor immediately
- 25-Hours Paid Vacation Per Year (with prior Supervisor approval)
- Federal holidays will be paid when they occur during the work week, including New Year’s Day, MLK jr Day, Easter Monday, Memorial Day, Juneteenth, July 4, Labor Day, Thanksgiving, and Christmas
- Compensation: \$22/hour
- A minimum of a four (4)-week notice shall be provided with respect to termination of this agreement.
- Any changes to this agreement must be agreed upon by all-parties, including the Pastor, Board of Trustees, and the Communication and Office Administrator.