

Administrative Assistant - Covenant Agreement

Effective: (DATE), _____(NAME)_____ shall serve as Administrative Assistant at St. Paul's Lutheran Church, Fulton, Maryland.

The congregation agrees to pay \$756.25 on the 5th and 20th days of the month.

The Administrative Assistant shall fulfill the following responsibilities:

Document Preparation including but not limited to:

- Prepare weekly announcement bulletin
- Prepare weekly Thursday worship bulletin
- Copy weekly Sunday bulletins
- Send weekly congregational email
- Prepare weekly attendance and involvement sheets (yellow sheets)
- Sends monthly newsletter via email
- Copy monthly newsletter
- Prepare tickets for congregational dinners as needed
- Prepare Christmas and Easter flower dedication bulletin inserts
- Prepare All Saints list of names insert
- Assemble and print annual report
- Occasionally prepare the Sunday worship bulletins
- Prepare wedding and funeral bulletins as needed

Office duties

- Ensure the orderliness of the office
- Ensure doors are locked before leaving
- Ensures all documentation, mail, email, messages etc. are distributed to the appropriate personnel
- Filing, data entry, photocopying, and maintenance of charts, files, order, etc. as assigned.
- Including attendance and involvement sheets, flower and sanctuary lamp forms
- Maintain church activities schedule on the calendar in the office
- Maintain office equipment (changing toner etc.)
- Order office supplies
- Maintain electronic and paper files
- Stuff weekly worship bulletins with inserts

- Assisting in organizing and ordering supplies and food for funerals and events as well as organizing helpers
- Contact florist when extra flowers are needed for special occasions
- Assist with assembly of congregational mailings as needed
- Assist council members and other congregation members as requested
- Other duties as assigned

Administrative Assistant:

- Support the Pastors, Council and church staff with scheduling and administrative tasks
- Screen calls and visitors for the Pastors and staff providing appropriate direction for assistance
- Greet visitors to Saint Paul's Lutheran
- Must maintain confidentiality

To terminate this contract at least two-weeks notice must be given.

St. Paul's Lutheran Church shall provide:

- 2 weeks paid vacation
- The following national holidays off: New Years Day, Martin Luther King Jr. Day, Memorial day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Day
- Weather closings follow the Howard County School System
- An annual review

James FitzGerald, Pastor Date

Russ Werner, Council President Date

Administrative Assistant Date