

First Lutheran Church

Job Description: Church Administrator

Accountability: The Church Administrator reports directly to the Lead Pastor

Vision Statement: The Church Administrator is responsible for the management of the church's business and operational affairs, the properties and buildings belonging to the church, and the supervision of the Support Staff. This person is responsible for the day-to-day administration of the congregation's affairs and assists the whole pastoral staff in organizational, scheduling, budget, and financial matters. The planning, utilization and development of resources for the efficient and effective conduct of the total ministry of the congregation are a primary goal for this position.

Desired Outcomes: Through this position, the desired outcomes are that:

- Church staff members and lay leaders of the congregation would work well together with a spirit of unity, knowing what is expected of each and how they all fit together as a team in the mission of First Lutheran Church to *gather, equip and empower people to joyfully do Christ's work* of making disciples of all peoples.
- The resources and finances of FLC would be handled with the utmost of integrity, transparency and accountability, exercising careful stewardship of all.
- Systems and interactions would be life and value affirming for all.

Key Responsibilities:

Personnel

- Maintains personnel files for all employees.
- Administers payroll and all staff benefits.
- Organizes and supervises support staff, including hiring, training, and performance evaluations.
- Direct reports
 - Communication Secretary
 - Financial Secretary
 - Building Supervisor
 - Custodians
 - Other part-time or contract personnel as assigned

Financial

- Prepares and administers the overall church budget and oversees all other departmental budgets in cooperation with the Finance Committee, Executive Committee Treasurer, and appropriate staff, using appropriate financial reports.
- Responsible for all accounting functions, including screening, clarifying and approving of bills.
- Oversees and recommends insurance protection needs to Finance and Properties Committees.

Facilities

- Oversees and recommends capital improvements to First Lutheran's properties.

- Oversees scheduling of the facility and recommends policies for church use to the Properties Committee
- Responsible for the congregation's purchases of supplies, services, and capital equipment as authorized.
- Develops and maintains complete inventory of all office equipment and other church-owned equipment.
- Responsible for computer technology, training, and problem solving.

Public Relations

- Responsible for public relations including newspaper ads for services and events; liaison with schools and community organizations.
- Serves as the contact person for all non-ministry vendors and resources.
- Oversees the web design and updates of First Lutheran's web page, complying with all appropriate policies.
- Oversees the member communications, including the Messenger, the Bulletin, and all social media outlets.

Miscellaneous

- Responsible for establishing and maintaining complete membership records, financial records, documenting all income, expenses, and assets of the church.
- Responsible for administering church policies as directed by the Lead Pastor and Church Council.
- Assists pastors, as needed, in scheduling, organizing, and planning of activities, programs, and special events.
- Perform other duties as assigned.

Additional:

The Church Administrator serves as staff advisor to the following:

1. Church Property Commission
2. Stewardship Commission
3. Finance Committee
4. Personnel Committee
5. Endowment Committee
6. Ex-officio member of Executive Committee
7. Ex-officio member of the Church Council

Qualifications: A vital, growing faith in our Lord Jesus Christ. A Bachelor's degree in Accounting or Business Administration with related experience in business or church management, preferred. Organizational and communication skills are essential. A commitment to the mission of the church and understanding of its ministry is essential. Consideration will be given to candidates with a combination of education and experience other than that listed above, which may be appropriate to this position. A high sense of personal and business ethics, good interpersonal skills, human resources and personnel management, computer/IT knowledge and skills are also necessary.