

Church Administrator
St. John's Lutheran Church

Purpose:

To serve St. John's Lutheran Church by managing the general administrative and business operations of the congregation and to assist the pastoral staff and Church Council in the implementation of St. John's mission and vision.

Responsibilities:

- General Administration (40 hours a month – 50%)
 - Develop, implement, and administer a Policies and Procedures Manual
 - Coordinate the interactions and communication of information within and between the pastors, staff, Church Council, and all administrative committees by providing timely advice and / or assistance on operational issues and conducting research into key issues as needed to enable sound decisions.
 - Provide ongoing coordination and support of all administrative committees:
 - Personnel
 - Develop (with the Personnel Committee) and administer the personnel policies, procedures, and staff job descriptions
 - Maintain the personnel records
 - Ensure that annual staff evaluations are conducted
 - Annually review salary structures with the Personnel Committee
 - Ensure adequate orientation for new staff
 - Coordinate the staff vacation schedule
 - Coordinate and retain all congregational background checks
 - Property
 - Serve as a resource and Council liaison for the Property Committee
 - Administer the policies and procedures concerning the use of all church properties and equipment
 - Coordinate the assignment of church facilities for meetings and activities
 - Develop and maintain an inventory of church property and equipment.
 - Long Range Planning
 - Serve as a resource and Council liaison for the Long Range Planning Committee
 - Administer and communicate all Long Range Goals and the overall Strategic Plan with the proper committees, Church Council, and staff
 - Memorial & Outreach
 - Serve as a resource for the Memorial & Outreach Committee
 - Ensure that proper correspondence is maintained with donor families
 - Administer (with the Memorial & Outreach Committee) the policies and procedures as detailed in the Memorial & Outreach by-laws
 - Finance
 - Activate and manage the Finance Committee's preparation of the annual budget

- Coordinate with the treasurer all “administrative committee’s” accounts payable, review invoices, and authorize disbursement of payments
 - Oversee and administer all office equipment / technology. This includes all computers, networks, printers, and related office equipment.
 - Oversee and administer all service and lease contracts
 - Oversee all of the accounts held by committees and boards
 - Provide regular financial reports to Church Council
 - Stewardship
 - Serve as a resource and Council liaison for the Stewardship Committee
 - Women of the Church
 - Serve as a resource and Council liaison for the Women of the Church
 - Nominating
 - Serve as a resource for the Nominating Committee
 - Provide guidelines and materials to the Nominating Committee
 - Special Committees
 - Serve as a resource and Council liaison for any special committees as directed by Church Council
- Support of Pastoral Staff (24 hours a month – 30%)
 - Relieve the pastor of day-to-day administrative tasks
 - Develop the agenda for all staff meetings and retreats
 - Work closely with the Pastor to complete special projects at his request
 - Support of Church Council (16 hours a month – 20%)
 - Serve as the Church Council liaison to all administrative committees
 - Ensure that administrative committee meeting minutes are made available at all Church Council meetings
 - Partner with the Church Council to develop and implement annual goals
 - Partner with the Church Council to annually update the congregation’s Strategic Plan
 - Work closely with Church Administration to complete special projects at their request

Develop Spiritually and Professionally:

- Read and meditate on Scripture
- Pray daily.
- Faithful at worship
- Take time to be still and know God.
- Balance work and relaxation.
- Network with Church Administrators from other churches.
- Attend at least one conference / retreat / seminar per year and read journals, articles and/or books relating to Christian Learning. Continuing education as deemed necessary.

Qualifications:

- Commitment to the policies, procedures, goals, mission, and vision of St. John's Lutheran Church
- Commitment to the Christian faith with a dedication to Lutheran teaching and doctrine.
- Ability to share with others their Christian faith, verbally, and by example in lifestyle
- Enthusiastic, high-energy, self-starter, encourager, and a "people person" who enjoys entering into, building, and maintaining relationships with others
- Ability to communicate, 'relate', and interact with people
- Ability to work independently and responsively
- Ability to plan and organize
- Ability to maintain confidentiality
- Ability to work as part of a team
- Requires working on Sunday mornings and some evenings
- Appropriate references along with a satisfactory police background check
- Experience working in a business / office and a 2-year associates degree
- Be computer literate in Microsoft desktop software (specifically Word, Excel & Outlook) and ability to maintain the Church network.

Accountability & Expectations

- Meet with Pastor on a regular basis
- Directly Supervised by Pastor
- Report to Pastor, Personnel Committee, and Church Council
- Work with and coordinate between Church Council, Administrative Committees (Personnel, Property, Long Range Planning, Memorial and Outreach, Finance, Stewardship, Women of the Church, Audit, and Nominating), and Special Committees (currently: Exploratory, Candidacy, Sanctuary, Constitution, and Vision Statement)
- Attend monthly staff meetings, Church Council meetings and retreats
- Part-time position with flexible hours of approximately 80 hours a month

Our Mission: "Saved by the grace of God to witness and to serve others."
Our Vision: Coming Soon

Position Approved at the January 31, 2010 Annual Meeting