

Position Description – Church Administrator
Peace Evangelical Lutheran Church (PELC)
(December 14, 2023)

Duties and Responsibilities:

The Church Administrator supports and assists the Pastor, other staff, and the congregation in the proclamation of the Gospel through: Administration, Communication, Office Management, Records Management, and Financial Management. The Church Administrator should be aware of PELC's place within the ministries of the local, synodical, and national church-at-large, or have the willingness to grow and learn.

Desired Skillset:

PELC is looking for someone with a heart for serving people of all ages, ethnicities, gender understandings, sexual orientations, socioeconomic positions, faith backgrounds, citizenship levels, and/or family dynamics. This person will also bring with them a knowledge of and experience in reception and customer service, computer programs and IT (Microsoft Office, WordPress, Google Suites, etc.), social media and website management, data entry, video technology platforms, record keeping and organization, and basic financial practices. Experience in church administration is not specifically required but would be a benefit. What is required, though, is the ability to keep confidentiality, multi-task, receive direction and feedback, take initiative, work independently and as part of the staff team, display a warm and welcoming spirit to all, and ask for help when needed. One need not be of the Christian faith to fill this position, but we do expect that whoever works with us will not oppose our mission and vision but is willing to use their professional skills to support our work here.

ADMINISTRATION:

- Produce weekly worship resources for congregation and for volunteer leadership (print and electronic)
- Produce worship materials for other special occasions (i.e., weddings, funerals, etc.)
- Oversee the prayer list
- Oversee the volunteer schedules
- Oversee ordering schedules and order supplies, music, flowers, educational materials, etc. as needed and requested
- Reproduce meeting minutes and other reports as needed and requested

COMMUNICATION:

- Attend staff meetings and maintain appropriate communication with Pastor and staff
- Oversee the church calendar of events
- Serve as receptionist for community, congregation and staff
- Produce weekly electronic newsletters and any other special electronic communications as needed and requested
- Prepare letters and special mailings
- Prepare materials for special events as needed and requested
- Oversee the production of the annual report

- Manage the church social media pages (FB, Instagram, etc.)
- Manage the church website
- Edit weekly worship videos for posting to website

CHURCH OFFICE MANAGEMENT:

- Answer and respond to phone calls and emails
- Greet visitors and assess any needs requests for referral to Pastor or other staff
- Maintain office supplies
- Oversee mail and packages
- Oversee organization of church keys and cipher codes
- Answer and address all building use requests
- Oversee proper maintenance and use of all office equipment and church computers
- Support building maintenance scheduling

RECORDS MANAGEMENT:

- Oversee maintenance of all files (electronic and hard copy)
- Manage the church records database
- Handle membership records in cooperation with the Pastor
- Assist the Pastor with annual membership data as needed
- Manage reports to the synodical and national church-at-large in cooperation with the Pastor
- Maintain the congregational register in cooperation with the Pastor
- Manage compliance with all necessary copyrights
- Monitor and track attendance records

FINANCIAL MANAGEMENT:

- Support the financial officers in bookkeeping, bill paying and bank reconciliations
- Produce reports as needed
- Coordinate donor correspondence as needed
- Fulfill check requests as needed
- Monitor online giving reports

General Schedule, Benefits and Performance Reviews:

- 30 hrs per week, generally M-F 9:00 a.m. to 3:00 p.m., with the possibility for no more than 2 days remote work, except in case of emergency
- Schedule flexibility for family needs, illness, emergencies, etc.
- Salary commensurate with experience, skills and ongoing job performance
- Office closed on all major national holidays
- Professional development supported and available as needed
- Paid vacation offered
- Reports to the Senior Pastor
- Performance Review completed on an annual basis