

**POSITION TITLE:**

Church Administrator

**PURPOSE:**

Responsible for the administrative and business affairs of St. Paul Lutheran Church and oversees the day-to-day operations of the church office. Oversee a dependable and hospitable office that supports Church ministry by removing administrative friction.

**ACCOUNTABILITY:**

Reports directly to Parish Pastor for daily supervision. Works closely with the Treasurer to coordinate church financial operations and tasks. Coordinates with various boards, committees, and volunteers to provide administrative support.

**SCOPE:**

This position is a salaried, non-called position, and is subject to the terms and conditions of the staff handbook (TBP). Core work hours are Monday through Friday from 8am to 4pm.

**DESIRED QUALIFICATIONS:**

1. Accepts and supports the Old and New Testaments as the inspired word of God and is willing to uphold the confessional teachings of the Lutheran Church – Missouri Synod, particularly those presented in Luther’s Small Catechism.
2. At least 2 years of experience in an office/administrative setting.
3. Computer skills and proficiency with office machines (copiers, printers, etc).
4. Experience with Microsoft Office suite and financial software (Quick Books Online preferred).
5. Basic bookkeeping/accounting/financial controls competency.
6. Ability to learn church management software/data integrity systems.
7. Written communication/proofreading/document production experience; basic layout skills with publishing software
8. Knowledge of human resources and labor laws.
9. Pleasant personality with positive attitude that accepts change and collaborates and relates well with others.
10. Strong interpersonal communications skills to work positively with members, visitors, and staff.
11. Fosters an environment of trust and teamwork with staff and volunteers.
12. Ability to maintain a high level of confidentiality.

**RESPONSIBILITIES:**

1. Answer phone calls, website inquiries, and receptionist duties to welcome/greet members and visitors who come into the office.
2. Assist with the accounting and accuracy of all financial functions and recordkeeping to include monitoring and maintaining contributions and expenditures.

3. Prepare bank deposits for weekly contributions.
4. Work with the treasurer to prepare appropriate reports for all boards and perform requested analyses.
5. Ensure that all financial internal controls are followed.
  - a. Maintain church credit card account.
  - b. Issue rent invoices and post payments.
6. Oversee the human resources functions of the church to include payroll, benefits, and tax considerations.
  - a. Maintain personnel files
  - b. Request background checks for staff and volunteers.
7. Ensure required reports to the Texas District and the Lutheran Church – Missouri Synod are accurate and submitted in a timely manner.
8. Assist with evaluation, refinement, recruiting, and training volunteer workers to assist in office and administrative tasks as appropriate.
9. Manage the supplier and service provider relationships contracted on behalf of the church.
10. Implement church-wide financial, personnel and administrative policies and procedures as approved by the appropriate board.
11. Oversee the accuracy of church membership records to include attendance and contributions.
  - a. Maintain official acts files and ledgers.
  - b. Maintain church database (Realm)
  - c. Prepare and distribute annual giving statements
12. Assist with website updates.
13. Manage and synchronize church event calendar and staff calendar.
14. Order necessary supplies for office and church services.
15. Assist with preparation of church worship resources and communications.
  - a. Service folders
  - b. Monthly newsletter
  - c. Prayer list
16. Assist pastors with meeting and visitation scheduling.
17. Prepare correspondence.
18. Mail handling.
19. Attend staff meetings as required.
20. Ensure coverage during times of absence (illness, vacation, etc.).
21. Perform other duties as requested by the pastors and church leaders.