

Christ Lutheran Church

Job Description – Church Administrator

Church’s Mission Statement:

“Christ Lutheran Church, called to be God’s instruments of love and grace, ministering to those in need.”

Purpose:

The Church Administrator will be responsible for the administration and business affairs of Christ Lutheran Church. He/she shall serve in an advisory capacity to the Congregational Council.

Qualifications:

It is preferred that the Church Administrator hold a bachelor’s degree and shall have at least three years’ experience in church administration.

The Church Administrator shall have proficiency in software programs including Outlook, Excel, Word, PowerPoint and Shelby.

The Church Administrator shall be a committed follower of Jesus Christ. He/she should be in agreement with, support, and be able to articulate the mission and ministry of Christ Lutheran Church. The Church Administrator shall be a participating member of Christ Lutheran Church.

Supervision:

The Church Administrator works in conjunction with the Senior Pastor and reports to the Executive Committee.

Duties and Responsibilities:

A. Personnel Officer

1. Responsible for employing, training, supervising, and terminating employment, when required, of all lay staff personnel in coordination with the Senior Pastor and Congregational Council.
2. Ensure the annual/periodic review of salary and performance of all staff personnel in accordance with the Personnel Manual. Provide recommendations on compensation actions to the Senior Pastor and Congregational Council.
3. Attend Congregational Council meetings.

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4. Attend committee meetings as necessary.
 5. Develop and maintain employee policy manual.
 6. Assist in the review, development and implementation of salary and benefit programs.
 7. Assist staff development in continued individual advancement and growth.
- B. Property and Equipment Management
1. Provide assistance to the Building and Property Committee to ensure that the buildings, grounds, and equipment are kept in a state of good condition, good appearance and cleanliness.
 2. Make recommendations to the Finance Committee and Congregational Council when extraordinary expenditures or repairs are required.
 3. Serve as liaison between Congregational Council, Building and Property Committee and architects/contractors for work to be carried out on church property. Periodically inspect and review progress on such projects.
- C. Office Management
1. Organize and direct the work of the church office.
 2. Develop and update effective standards, procedures, policies, and working methods.
 3. Oversee a master calendar of events and schedule of facility use.
 4. Administer policies of the congregation in accordance with the Constitution and By-Laws of Christ Lutheran Church and the Personnel Manual. Periodically review and provide recommendations as required, for Congregational Council action.
- D. Congregational Records
1. Provide for the keeping, reporting and submission of congregational statistics, as required, by Christ Lutheran Church and the Evangelical Lutheran Church in America.

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2. Evaluate trends in congregational statistics and provide input and feedback to affected ministries and committees. Provide information to assist the staff in planning sessions as requested.
3. Provide for the updating of membership rolls on a periodic basis, and report to the Senior Pastor and the Evangelism Committee.
4. Work with the committees of the church for program, facility, and staffing needs.

E. Financial Supervision

1. Oversee all disbursements authorized in the budget in accordance with well-established accounting principles and keep the staff and committee chairs apprised of disbursements in their respective budgets.
2. Assist in the preparation of financial reports to be presented at appropriate meeting of the Congregational Council and Congregation.
3. Assist the Finance Committee in preparation of the Congregational annual budget.
4. Oversee and administrate church giving records and expenditures.
5. Assist all committees in their financial management and accountability.

F. Other

Perform other duties as requested by the Executive Committee related to the effective and efficient operation of Christ Lutheran Church. These duties will be conducted in a manner which fosters trust and teamwork with staff, church members, and others using the services and/or facilities of Christ Lutheran Church.

Administrative:

This is a full time position.