

Holy Trinity Lutheran Church

Church Administrator

Position Description

The position of church administrator is central to the successful operation of Holy Trinity Lutheran Church. Interacting on a daily basis with the pastors and program staff, and accountable to the Pastor and Council, the church administrator will be responsible for the day to day management of all congregational and church issues that are of a non-spiritual nature. The position requires dedication, commitment, flexibility and professionalism, and the ability to wear many “hats” simultaneously. Good judgment and discretion are essential given the interaction the Church Administrator may have dealing with persons in crisis and persons dealing with emotionally sensitive issues. This is a 30+ hour salaried position with benefits.

QUALIFICATIONS

Excellent organizational and record keeping skills
Able to plan, prioritize and manage multiple tasks
Self-motivated, able to follow through
Able to work cooperatively in a team environment
Excellent written and communications skills
Proficient with Word, Excel, QuickBooks
Proficient with Windows platform and able to troubleshoot technical problems
Knowledgeable with the use of computer media
Able to communicate and update social media platforms and website
Able to make decisions independently
Manage building use by renters
Maintain confidentiality in personal and financial matters
Present oneself professionally

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

FINANCIAL ADMINISTRATION

- Oversee the timely deposit of all income received by the church
- Receive and arrange payment of all approved church related expenses with the accountant
- Ensure appropriate internal controls are in place to protect the church against misappropriation of funds
- Maintain petty cash fund for church office, as circumstances may require
- Assist accountant by responding to questions/requests in a timely manner
- Prepare quarterly and annual giving statements for members
- Accept and deposits accounts receivables associated with building use fees
- Maintain accurate preschool records, supplies, collecting and monitoring tuition and tracking of immunization records for review by a church nurse
- Work with Council Treasurer and provide information as requested
- Prepare and mail invoices to renters
- Enter offerings in ChurchTrac

BUILDING USE

- Schedule and monitor use of the building and equipment, quote & collect fees
- Assign and collect church keys, maintain key assignment list
- Communicate with security as needed (update call out list for alarm vendors)
- Schedule yearly inspections of security system, fire alarm system, fire extinguisher and elevator
- Work with church council and custodial staff in obtaining and scheduling maintenance, and repair of buildings and grounds
- Maintain records of insurance coverage, equipment records and receipts, and service contracts
- Oversee and communicate with custodial staff and resident caretaker
- Serve as liaison and main point of contact to building tenants
- Maintain boiler timer settings in the boiler room (when heat is needed).
- Call for maintenance for building as needed and communicate with church council about any unresolved issues concerning the facility

OFFICE MANAGEMENT

- Supervise and direct the efforts of support staff (e.g. custodian, nursery staff) and church office volunteers
- Maintain employee and volunteer personnel records in locked file in pastor's office.
- Maintain and update electronic records of church members as needed
- Ensure that the church office is equipped with such equipment and supplies as may be reasonably necessary to support the activities of the church and purchase supplies as needed
- Maintain the church office in a manner amenable to church members and volunteers
- Answer phones, emails, and other forms of communication from members and the public
- Maintain electronic outreach platforms including Facebook, Instagram, Twitter and website as needed
- Coffee and chocolate ministry sales and ordering

PROGRAM SUPPORT

- Provide administrative and program support as may be reasonably required by pastors, program staff and church council
- Act as liaison and information resource person for persons participating in church events
- Volunteer Coordinator for the church
- Create church service bulletins and provide to members in a timely manner before the service in multiple media formats (email, paper, downloadable from the website, and social media platforms)

COMMUNICATIONS

- Oversee the production of all internal and external church communications and publicity, including bulletins, announcements, newsletters, voice mail greeting, posters, church sign, yellow pages and newspaper advertisements. Update newspaper, radio, website, social media platforms and other forms of communication when changes are needed to worship times. (Coordinate with council secretary press releases and external communications.)
- Respond to communication received through social media, website and email as needed

- Edit and prepare the monthly church newsletter to be distributed to members either in copy-ready format, email, or available on the website or social media platforms
- Format and email lessons to reader
- Print sermon for mailing to shut-ins
- Print Intercessory prayers for lobby
- Update and send prayer list to prayer ministry participants
- Download children's bulletins from sundaysandseasons.com and assemble
- Create Bulletins – large and regular formats
 - Announcements and inserts
 - Mail/email to shut ins
- Mail postcard reminders to nursery attendant and Sunday hosts and acolyte

CONGREGATIONAL RECORD ADMINISTRATION

- Maintain accurate congregational records, including parish register and church member directory
- Maintain files for church related records and correspondence
- Work with accountant on maintaining accurate financial records