

## **Parish Administrator Job Description**

**Function:** The Parish Administrator is responsible for the smooth functioning of St. John's Evangelical Lutheran Church's office and provides administrative support to the Pastor. The Administrator works on behalf of the St. John's congregation. The Administrator must be able to work effectively with church leaders, church staff, members of the congregation and office drop-ins, treating all with respect and professionalism. The Administrator will help create a safe environment and an atmosphere of warmth, patience and hospitality.

**Accountability:** The Administrator will report directly to the Pastor and work under his supervision.

**Supported by:** The St. John's Church Congregational Committee, congregational volunteers, Pastor, and Staff.

### **Qualifications:**

- Some college education preferred
- Experience in office management, preferably in a church environment
- Proficient in MS Office (Word, Publisher, Excel, Outlook)
- Experience with Constant Contact a plus
- Experience in desktop publishing to prepare weekly bulletins
- Experience supervising staff
- Excellent verbal and written communication skills
- Flexible and able to work under pressure
- Must maintain a high degree of confidentiality.

### **Responsibilities:**

1. Handle the daily mail along with the Pastor.
2. Answer the telephone and update the answering machine.
3. Receive guests and access appropriate staff.
4. File and maintain church records.
5. Prepare weekly worship bulletins.
6. Prepare weekly e-newsletter via Constant Contact.
7. Maintain office supplies and equipment.
8. Coordinate rental of facilities and invoicing, schedule meetings and activities.
9. Manage the church website and other publicity.
10. Offer assistance to Financial Secretary and Treasurer as required.
11. Oversee requests for various information.
12. Other duties as assigned by the Pastor.

**Required professional and personal characteristics:**

1. Commitment to healthy communication channels and a strong team player with the Pastor, Staff, congregational members, and outside renters.
2. Dependable, responsible, and able to initiate work independently. Must have regular timely attendance during stated or negotiated hours.
3. Attention to detail and the ability to perform responsibilities at maximum efficiency.
4. Ability to maintain a high level of confidentiality a must.
5. Ability to work late hours as required.

**St. John's Lutheran Church Responsibilities:**

1. Hourly compensation will be a minimum of \$20 per hour.
2. Weekly workload will average 20 hours, as needed.
3. Typical work week is Tuesday thru Friday, though exceptions may occur.
4. Typical work day is 9 am to 2 pm.
5. Two weeks (ten days) of paid vacation.
6. If the following federal holiday falls on a work day, the work day will be considered an extra paid vacation day:

Martin Luther King Day

Presidents' Day

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Day and following Friday

Christmas Day (When it falls on a normally scheduled work day.)

New Year's Day (When it falls on a normally scheduled work day.)