

PARISH ADMINISTRATOR – TRINITY, LONG BEACH

Grace to you and peace from God our Father and from the Lord Jesus Christ.

The Parish Administrator is a ministry position of Trinity Lutheran Church, and is under the direction of the church council and senior pastor implementing the policies and goals of the congregation. The Parish Administrator is a steward of all the gifts God has entrusted to Trinity Lutheran Church including volunteers, members, financial resources, personnel, administrative and physical resources of the parish. The Parish Administrator's life and vocation should embody Christian faith, principles and values.

QUALIFICATIONS

- College/technical degree and a minimum of 5 years business/administrative experience.
- Excellent interpersonal communication skills
- Ability to be a team leader and supervisor of the lay staff
- Knowledge of accounting principles and practices
- Ability to maintain confidentiality
- Excellent organizational skills with the ability to prioritize and be flexible
- Knowledge and ability to efficiently utilize computer systems and software
- Access to independent transportation for occasional meetings, events, errands, etc.

ADMINISTRATIVE DUTIES

1. Under the Senior Pastor's direction, oversee the management of all official records and files of the congregation.
2. With the assistance of the Senior Pastor, Financial Secretary and Treasurer, prepare an Annual Report of the congregation.
3. With the assistance of the Senior Pastor, Financial Secretary and Treasurer, prepare an Annual "Congregational Report" for the Southwest California Synod and the Evangelical Lutheran Church in America.
4. Maintain security of records, files, and key files.
5. Act as the purchasing agent for supplies and office equipment for the congregation.
6. Responsible to the Senior Pastor and church council.
7. Answer phone calls, take messages and direct phone calls to proper personnel.
8. Sort and distribute mail.

9. Work on and print worship bulletins and other materials for weekly worship services.

COORDINATION

1. With Senior Pastor, coordinate the daily work of the lay staff, which includes custodians, ministry associates, and other, paid lay staff.
2. Oversee the coordination of daily functions of the congregation: maintain the church calendar; schedule events at Trinity Lutheran Church, including space allocation and reservations for those events.
3. Provide staffing, for volunteer or paid office receptionists as needed.
4. Meet, as needed, with the senior pastor to coordinate pastor's schedules, plan agenda for staff meetings, etc.

PERSONNEL

1. Create (within six months of employment) a Personnel Policies manual (subject to review and approval of the church council) and thereafter administer the Personnel Policies manual.
2. Along with the Personnel Committee and Senior Pastor, be responsible for the hiring, training, supervision, and termination of lay salaried or ministry staff under the direction of the church council. Hiring or termination of lay salaried staff requires approval by a majority vote of the Church Council.
3. With Financial Secretary & Treasurer assist in the administering of salary and benefit programs of the congregation.
4. Maintain accurate up-to-date Personnel files on each employee including vacation, sick days, education days, compensation time, and criminal background checks.

FINANCIAL

In conjunction with the Church Treasurer and Finance Committee, (under the direction of the church council)

1. Accurately maintain all financial files and records and establish a responsible cash flow system.
2. With Financial Secretary and Treasurer, supervise the counting of all offerings and revenue including maintaining an up-to-date "Cash Handling Policy" of the congregation.
3. Prepare, administer, and review the budget process in collaboration with the Finance Committee, subject to review and approval of the church council.
4. Coordinates and reviews parish organization (youth, circles, etc.) funds.
5. Provide financial reports to the Church Council and committees as requested.

6. Record and maintain accurate up-to-date records of membership contributions.
7. Act as liaison between the congregation and synod in financial matters.
8. Manage accounts payable and payroll.

Hours of Work, Compensation, Benefits

1. **Hours of Work:** The employee shall be required to work a minimum of 26 hours per week, which may include weekend and evening hours for finance committee, church council and other meetings as necessary. The normal office hours are Monday-Thursday 8:00 a.m.-3:30 p.m. (with 1 hour for lunch).
2. **Compensation:** Total compensation for the first year is yet to be determined.
3. **Vacation:** The employee is eligible for one week vacation for each four months served, or 3 weeks per calendar year.
4. **Travel:** The church will reimburse you monthly at the current IRS rate for your church related business miles.
5. **Benefits:** Within the first year of employment those continuing education expenses approved and granted by the church council will be paid. This amount may include classes or seminars.

Employee is Responsible to:

1. The congregation of Trinity Lutheran Church as represented in their duly elected and called leaders as follows: a) The Church Council who will provide direction, support and review. b) The Senior Pastor (who may delegate some or all of the oversight to the Associate Pastor).