

Ministry Description
Campus Administrator
King of Glory Lutheran Church, Fountain Valley, CA

Purpose

The primary purposes of the job are to (a) manage the Church calendar and Facility Use Requests, (b) oversee office/campus operations and upkeep, and (c) provide office support for varied administrative elements.

Major responsibilities and tasks

Maintain the church calendar, processing requests according to Council-approved guidelines and notifying involved parties of changes or updates. This shall involve on-going communication and partnership with the custodian.

Oversee operations to ensure that equipment and supplies necessary for campus functions are available. Print office publications (e.g., bulletins, inserts, newsletters, funeral and baptismal materials) as needed. Perform other tasks and responsibilities, such as bulletin preparation, assigned by the Pastor or by a Congregation Council member.

Supervision

The pastor will supervise and evaluate the performance of the person in this position.

General Information

This is a part-time, not benefits-eligible position, planned for approximately 15 hours/week. Ideally, those hours would be spread equally across the mornings of the normal workweek (that is negotiable). Additional hours may be required at peak work periods.

Job Requirements

Christian behavior in all interactions and areas of job responsibility (i.e., courtesy, respect, patience, amiability)

Complete confidentiality regarding all church-related records, documents, behaviors, conversations, activities and other elements (i.e., information not to be shared other than with the Pastor or officers of the congregation)

Skill in use of computer programs and software, particularly Excel, Word, and church software management system.

Ability to work without close supervision

Ability to organize and prioritize effectively

Ability to exercise appropriate judgment regarding aspects of congregational business

Ability to work well with others, including in a leadership role

Ability to communicate well, including written, verbal, and listening skills

Physical Requirements

Able to lift 30 pounds

Able to sit and work at desk and computer for extended periods of time

Able to move around campus and to climb stairs