

## POSTING: PARISH ADMINISTRATOR

Christus Victor Lutheran Church in North Naples seeks a compassionate leader to guide the administration of resources and carefully nurture relationships as we grow our ministry within and beyond the doors of our church building. CVLC is an ELCA congregation known for its welcome and outreach ministries. Our campus is on Route 41, about a mile south of Bonita Beach Road. This new full-time position was created as part of our planning efforts to grow our ministry and expand our impact in the community. Previously, we had a part-time office administrator retiring after fourteen years.

Christus Victor Lutheran's ministry varies seasonally. For the first four months of the year, we offer three worship opportunities and worship over three hundred on a Sunday. During the year's balance, there are two worships with around one hundred twenty attendance. Our community comprises around three hundred persons on the membership role with at least as many "visitors" who have been attending for years. New pastoral leadership is working with the elected Council and staff to implement a strategic plan to expand the congregation's engagement among those who attend and those who live in the neighborhood. We are in a time of exciting new possibilities.

To grow the ministry, CVLC needs visionary and efficient leadership to administer the support logistics and to work closely with the pastor and staff to develop operational systems that involve an expanding number of volunteers. Those with experience working effectively in a small office environment in a leadership capacity will bring the necessary technical and people skills to this position. At CVLC, you will be a part of a hardworking, personable, and supportive team that interacts with many people, does meaningful work that positively impacts people's lives, and has fun working together.

### Benefits and Pay Range:

- \$50,000 to \$60,000 plus benefits commensurate with experience.
- Portico Benefits include medical and pension (12%).
- Four weeks of vacation and selected holidays
- Flexible working hours.
- Office open Monday through Thursday.

### Responsibilities and Duties:

- Oversee the general administration of parish records and rolls.
- Provide logistical support for Worship, including preparing printed and electronic resources and recruiting and managing volunteers.
- Coordinate worship leaders and volunteers.
- Manage copyright and permissions compliance.
- Order supplies (worship, custodial, office, etc.)
- Manage CVLC's visitor/welcome process.

- Provide logistical support for outreach ministries.
- Coordinate and implement Ministry Plans.
- Oversee parish communication (print mailings, website, weekly emails, etc.)
- Empower people resources, including supervision of a part-time Parish Support person.

#### Requirements and Qualifications:

- Must be compassionate, energetic, self-starter, innovative, able to multi-task and focus on the job at hand, and able to plan the work and work the plan.
- Needs to be friendly, be welcoming, embody CVLC's G.R.A.C.E. values (God's Grace, Respect, Appreciation, Compassion, Encouragement), and be a good judge of character who can find the good in all people.
- Demonstrates team player qualities and gets along well with other staff (paid/unpaid) and volunteers.
- Competent in using computers, the Internet, social media, and office equipment.
- Helpful to have familiarity with Office, WordPress, MailChimp, Breeze, PowerPoint, Atracker, Redbooth, or similar software.
- Able to learn new programs and processes that increase efficiency and networking capacity.
- Keeps up to date with innovative technology assessing its practicality for use in a parish or small office setting.
- Applicant must have experience working in a small office environment in a leadership capacity.

#### Educational Requirements

- At least ten years of experience working in an office setting in a leadership capacity.
- Experience in a small office or church would be a bonus.
- Must demonstrate competency in using computers, websites, and social media.

#### Timeline for Hiring and Application Process.

- CVLC is currently receiving resumes from interested applicants.
- Interviews will begin during the week of May 14.
- A search team will conduct interviews.
- We want to start our new Parish Administrator by the end of May.

We trust that the Spirit will bring the right leader to fill this critical position in the life of our Christian community at a promising time in our history. If you have talents, energy, enthusiasm, and time that you would like to share with us, we pray that you will consider applying. Send your resume to:

The Rev. Dr. Walt Lichtenberger  
 Christus Victor Lutheran Church  
 15600 N. Tamiami Trail  
 Naples, FL 34110

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