

St Paul's Lutheran Church

Administration and Governance Ministries: Human Resources

Ministry Position Expectations and Descriptions: Director of Administration

For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ.

1 Corinthians 12:12

Position Description:

The Parish Administrator is the primary contact person for all business-related issues at St Paul's Lutheran Church. This position has the overall responsibility for the management of the following functions: Staff-Parish Relations, Parish Office, Facility, Financial and Technology.

Responsibilities

The Parish Administrator shall:

1. Staff-Parish Relations Management

Be the staff liaison to the Congregation's Personnel Team and be the staff "point-person" for all personnel issues – including but not limited to the following:

- a. Process newly hired personnel (taxes, policies) and maintain personnel records, including background checks/clearances.
- b. With the Personnel Team, coordinate and administer the performance evaluations and job description reviews.
- c. Review and manage compensation and benefits for staff.
- d. Develop, implement, and administer, with the Personnel Team, employee policies and procedures.
- e. Assure the church's compliance with federal and state labor laws.
- f. Track and coordinate vacation schedules and other staff time off.
- g. Work with an insurance company to coordinate workers' compensation insurance and process/manage claims as appropriate.
- h. Refer matters involving the relationship of the staff or members of the Congregation with the Pastor to the Personnel Team, the Mutual Ministry Committee, or the President of the Congregation Council.

2. Parish Office Management

Oversee and manage the Parish Office – including but not limited to the following:

- a. Open and close the Parish Office daily according to established office hours.
- b. Welcome guests to St. Paul's throughout the week. Direct individuals to the proper destinations. Triage issues and direct individuals to possible solutions or proper staff members/committee members to handle specific situations.
- c. Postal Mail – Retrieve incoming mail from mailbox on the day it is delivered and distribute it to the recipients. Collect outgoing mail, apply appropriate postage and make a daily drop by 6:00 p.m. at the post office. Maintain a supply of postage stamps and a balance with the bulk mailing account.
- d. Email – Respond promptly to email sent to parishadmin@stpaulserie.org or office@stpaulserie.org (businessmgr@stpaulserie.org or parishadministrator@stpaulserie.org). This includes forwarding emails to the proper recipients for their action.
- e. Phone and Voicemail – Maintain phone system. Answer office phone and respond promptly to voicemails left on extension 100 or guest mailbox. This includes 3108 Sterrettania Rd, Erie, PA 16506 | 814.833.1761 | info@stpaulserie.org

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forwarding voicemails to the proper recipients for their action. Maintain the phone directory.

- f. Copier and Printer – Serve as primary manager of these functions. Including maintenance, toner/ink supply, paper supply, and usage.
- g. Maintain inventory of office supplies.
- h. With the Pastor, schedule and provide support for staff meetings.
- i. Sign, on behalf of St Paul's, approved contracts.
- j. Purchasing agent for St Paul's – Responsible for keeping office supplies stocked and ordering items, via internet and other venues, for ministries of St Paul's (e.g. Staples).
- k. Attend church council meetings as a non-voting resource person. Prepare the agenda for each meeting and supply the council with all needed documents for their meetings.
- l. Submit all reports requested by the ELCA and the NWPA Synod.

3. Facility Management

Schedule and administer the use of the facility – including but not limited to the following:

- a. Work closely with the Property Team to communicate concerns, needs, maintenance, and upgrades with respect to the facility and property of St Paul's.
- b. Develop, implement, and administer the facility's policies and procedures.
- c. Coordinate with the Security Team any concerns, thoughts, or recommendations with regard to facility's security protocols - including key inventory.
- d. Track and schedule room usage in the facility.
- e. Schedule and coordinate with those looking to rent the facility.
- f. Maintain a church property list and ensure St. Paul's has adequate and proper insurance coverage for the facility and property.
- g. Ensure that all certificates, licenses, and permits for county and state are current (e.g. kitchen license).

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4. Financial Management

Coordinate and oversee the financial aspects of St Paul's – including but not limited to the following:

- a. Assist the Finance Team in creating the annual Ministry Spending Plan.
- b. Possess or develop proficiency in using QuickBooks and Breeze Database Software.
- c. Reconcile monthly bank statements.
- d. Prepare income statements, balance sheets, and other financial reports for leadership.
- e. Submit the monthly payroll for the church, Child Development Center, and PreSchool to ECCA or another approved payroll processing service.
- f. Work with Finance Team in analyzing financial information and preparing action if needed.
- g. Manage all banking transactions.

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- h. Provides tactical accounting management of the individual accounts of the church and schools. (The Congregation Council, Child Development Center, and PreSchool are responsible for strategic accounting, such as budget creation and management for their respective organizations.)
- 5. Technology Management**
Supervise the technology environment of St Paul's – including but not limited to the following:
- a. Website and email management.
 - b. Computers throughout the facility.
 - c. Phone system, wifi network, and internet connection.
 - d. Sound, video, and recording equipment.
 - e. Serving as an administrator for Microsoft Teams.
- 6. General**
Aspects that apply to overall execution of job duties and relationships:
- a. Execute duties in compliance with the principles of the Lutheran Faith, the Constitution of the ELCA, and the Policies & Procedures of St. Paul's Lutheran Church.

Note:

The above position description and the duties stated are not intended to be an all-inclusive list. Additional duties and responsibilities may be assigned from time to time .

Professional Relationships:

The Parish Administrator reports to and receives performance reviews from St Paul's Lutheran Church's Executive Committee of Council and supports the Pastor, as requested, for day-to-day operations.

Note: The Pastor and Parish Administrator each have distinct leadership roles at St. Paul's, for their respective domains. These roles are mutually-supportive, to ensure that they can each focus on their areas of expertise.

Competencies:

1. Self-Starter and able to follow through on specific tasks.
2. Strong organizational and interpersonal skills.
3. Strong communication skills.
4. Information management skills.
5. Service-oriented.
6. Self-resourceful.
7. Strong time management skills.
8. Ability to learn and follow procedures.
9. Strong financial skills.
10. Able to contribute to an environment that is team-oriented and encouraging.
11. Can conceptualize/verbalize his/her work as ministry.

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Qualifications:

1. Four-year college or university degree preferred. Will consider two-year degree focused on business administration, finance, accounting or the like, or equivalent work experience.
2. Experience working in a business office setting required.
3. Experience with general business software, including an Intermediate-level competency with Microsoft Windows, Office (particularly Excel), and Teams, required.
4. Experience with QuickBooks and Breeze Database Software, or the ability to become proficient in its use, required.

Other Requirements:

1. Authorize and subsequently pass a background check. Background checks are completed for all newly hired team members and rechecked periodically throughout employment with St Paul's Lutheran Church. Failure to pass any background check shall be grounds for St Paul's Lutheran Church to terminate employment immediately.
2. Proof of United States citizenship and completion of related forms as well as appropriate income tax forms.

Position Hours, Compensation, Benefits:

Approximately forty (40) hours per week

Proposal = eight (8) hours per day, five (5) days per week

Salaried – Exempt

Rate = \$3,013.75/month (\$36,165 annual)

Paid vacation time off

Health (equivalent to single coverage) and Retirement Contribution (equivalent to 12% of salary)

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About St. Paul's Lutheran Church

Our Vision and Mission:

We believe that God has called our community to be about *transforming lives for Christ* through seven *Faith Practices*: Fervent Prayer and Care, Authentic Relationships, Warm Hospitality and Invitation, Passionate Worship and Praise, Intentional Faith Formation, Compassionate Service and Outreach, and Extravagant Yet Humble Generosity.

Our Core Competencies:

We look for people to join our ministry team who have the following core competencies:

1. Self-Guidance, Self-Motivation, Resourcefulness, and Problem Solving.
2. Professionalism, Integrity, and Understanding Oneself in order to be a Representative of St Paul's Lutheran Church, as well as an Ambassador for Christ in the world.
3. Faithfulness, Respectfulness, and a willingness to be a Humble Servant Leader.

Our Team Approach:

We believe that we need each other. We are better together than we are alone. The desire and ability to be a team player is the principal criteria when bringing together an effective and supportive ministry staff team. In keeping with this principle, all staff team members are held accountable to the following eight (8) values as we strive to build a team for ministry in Christ's name:

1. **Authentic Relationships:** We believe that all people are created in the image of God and deserve our honor, respect, and understanding, not our judgment and condemnation. Working together as a team is a gift from God and an expression of authentic relationship that is grounded in Christ's love.
2. **Total Trust:** We always seek to behave in ways that earn the trust and respect of others and to act in ways that communicate that we trust each other totally.
3. **Open Communication:** We continually share information with each other that pertains to ministry. We strive to keep all team members in the loop and to talk things through until mutual understanding is reached.
4. **Healthy Conflict Resolution:** We cannot avoid conflict but seek a resolution as quickly as possible with direct communication between those involved. We always seek to realize the potential creativity that can result from healthy conflict.
5. **Cooperation and Collaboration:** We avoid unhealthy competition and actively seek ways to cooperate for the sake of our vision and mission. We intentionally use our particular gifts to complement the gifts of others for a more effective shared ministry.
6. **Innovative Creativity:** We encourage creativity and innovation in each team member and are willing to take risks in experimenting with new ways of being in ministry.
7. **Collective Recognition:** We do not single out anyone for special honors but reward the total team effort and recognize with expressions of gratitude the contributions of all.
8. **Accountability:** We hold ourselves accountable to each other with respect to these values in the spirit of Galatians 6:1. *"My friends, if anyone is detected in a transgression, you who have received the Spirit should restore such a one in a spirit of gentleness"*.

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Our Responsibilities:

As a ministry staff team, employed ultimately by the entire congregation, we have certain overarching responsibilities:

1. To support the vision and mission of St Paul's Lutheran Church
2. To accomplish the essential functions of each of our positions with integrity
3. To maintain confidentiality of all information pertaining to St Paul's Lutheran Church
4. To be good stewards of the resources for whose care we have been entrusted.
5. To use our God-given gifts to the glory of Christ and Christ's church
6. To take care of ourselves – physically, emotionally, and spiritually
7. To seek peace, justice, and unity in all that we do and say.