

**Faith Lutheran Church
Job Description**

Job Title Parish Administrator **FLSA Status** Part-time hourly

Job Purpose	The Parish Administrator, under the guidance of the Pastor, is responsible for providing oversight to all administrative processes for Faith Lutheran Church. He/she manages the parish's database activities and facilitates the church's many informational publications and mailings.
Scope of Responsibility	Assists pastoral staff in oversight of administrative areas for Faith Lutheran Church, where there are established duties that they are to follow. He/she provides some input into policies and procedures.
Decision Making	The Parish Administrator will support and provide input to the decisionmakers, but doesn't make policy changing decisions for the church.
Contacts	He/she has routine contact with the Pastoral staff, Faith Lutheran Child Care Center Director, other internal staff as well as outside vendors as relates to the responsibilities of the position, and members of the congregation.
Reports to	Pastor
Reports to this position	Provides oversight to Sexton, custodial contractor, and some volunteers (other than worship volunteers), but provides no direct supervision including hiring and dismissals.

Essential Job Functions

Database Management

- Maintains church membership information
- Manages volunteer database, worship volunteer scheduling, and worship volunteer calendar
- Completes regularly scheduled backups on essential operating systems
- Maintains and updates the church's informational website
- Ensures that the membership phone tree list is current and well-maintained
- Enters time and talent information annually
- Assigns passwords for Power Church to provide individuals or groups access to the various modules and to assist in training users on operating systems as needed
- Completes system upgrades as necessary and ensures technical support subscription is correct
- Maintains, organizes and updates hard copy and electronic documents, including mission statement, policies, procedures, bylaws, position descriptions, evaluation forms, time and talent and pledge forms, volunteer instructions, and all other documents on main office work station or network. Organized in filing system for easy access if document is not posted electronically.

Accounting

- Complete financial data input, including income and adjusting journal entries & reconcile financial information as dictated by the financial procedures.
- Review, post and print monthly financial statements as dictated by the financial procedures.
- Generation of checks per treasurer request.
- Prepare payroll checks and issue checks for all approved payroll taxes and withholdings.

Church Publications

- Receives, reviews, and edits submissions and completes the layout of the monthly *Messenger*, oversee mailing and emailing to members.
- Coordinates the preparation of the *Annual Report* for the Annual Congregational Meeting
- Assists with mailings
- Works in conjunction with Music Director to produce bulletins for weekly services and creates presider versions for Pastor and Assisting Minister
- Produces weekly *Announcements* inserts
- Produces weekly e-newsletter, *Faith Notes*, and emails it to members
- Assists Pastor and Music Director in preparing templates for occasional liturgies (funerals, weddings, confirmation, etc.)

- Maintains digital Pictorial Directory
- Creates a weekly Power Point presentation for viewing in the Gathering Area as needed
- Posts on Facebook and other social media in coordination with the Pastor and Music Director.
- Complete the preparation of the Youth Newsletter.

Personnel Management

- Maintains personnel files and ensures they are kept confidential
- Maintains all church personnel forms and documents both electronically and paper format; retrieve current or "as requested" records for authorized users, such as, members of the Personnel Committee.
- Oversees the daily activities of the Sexton and office volunteers
- Oversees custodial personnel/contractors, interface with custodial contractor
- Coordinates custodial needs for special events
- Completes background checks for staff and volunteers
- Orders two sets of the required Labor Law Posters annually to be posted in January of each current year

Coordination of Informational Documents and Communications

- Coordinates and disseminates incoming and outgoing mail
- Triage email account and disseminates to the appropriate individuals or committees
- Generates and disseminates worship visitor letters upon request
- Prepares and distributes monthly packets for council meeting
- Assists committees with informational documentation as required or requested
- Maintains entryway and hallway bulletin boards and narthex kiosk
- Responds to members' inquiries by providing requested information or by referring member to an appropriate resource

Maintain Church Calendars

- Assists pastoral staff with daily schedules
- Maintains the event and building use calendar on the website
- Publish and distribute calendars to appropriate individuals and committees
- Keep pastoral staff, church staff (both office and childcare), volunteers, officers and committee chairs informed on upcoming Church calendar events. Circulates building use form to appropriate staff as needed for preparation and clean-up.

Serve as Building Coordinator under Faith Emergency Plan (see p. 2 of Plan)

- Is familiar with building floor plans and emergency evacuation procedures
- May be responsible for:
 - receiving status reports from Incident Coordinators
 - relaying status report information to the emergency agency/agencies

<p>involved (e.g., fire department, police, paramedic, emergency management, etc.)</p> <ul style="list-style-type: none"> ○ coordinating with the emergency agency/agencies any needed evacuations or other emergency actions <ul style="list-style-type: none"> ● May work with the emergency response team to: <ul style="list-style-type: none"> ○ coordinate emergency planning activities ○ assist with recruiting team members ○ schedule training, including but not limited to CPR/Basic Life support training, for designated staff ○ communicate ongoing plans
<p>Assist with OSHA (KY-OSH) Compliance</p> <ul style="list-style-type: none"> ● Collects and maintains staff training documentation. May submit to OSHA/KY-OSH upon request of OSHA/KY-OSH Coordinator ● Serves as building escort to visiting KY-OSH staff
<p>Other Duties as Assigned</p> <ul style="list-style-type: none"> ● Answer telephone and greet visitors hospitably during office hours ● Manages parish petty cash account ● Maintains and updates office computers to keep current on software antivirus programs ● Maintains computer networking connections, Wi-Fi and other technical support ● Attend Property Committee meetings ● Inventories and orders janitorial and building supplies ● Maintains door codes for building access ● Turns off heat/AC in Gathering Area, Worship Area, Youth Room, etc., if left on following Sundays or evening meetings ● Others as needed

Minimum Qualifications	
Training, Registration, Licensure	
Education	High School Diploma or GED
Experience	Three years of proven office administration experience required. Equal consideration will be given to candidates with the equivalent combination of education and experience.
Knowledge	Microsoft Office Microsoft Word and Excel Accounting Software Office Equipment Voice Mail Word Processing Web Publishing Publishing Software
Skills and Traits	Basic reading and math skills Computer skills Works alone Works as part of a team Works in areas that are confined or crowded Makes decisions under pressure Good written and verbal communication Organization Manages stress appropriately Ability to deal with difficult people or situations Prioritization and multi-tasking Problem Solving Management Good Attitude Confidentiality Flexible
Work Environment	Able to manage under these conditions: <ul style="list-style-type: none"> • Office environment • Noise
Tools and Equipment Needed	Computer, copier, calculator
Date Created	August 21, 2007
Date Last Updated	March, 2023
Date Last Edited	

The above job description in no way states or implies that these are the only duties to be performed by this employee. The Parish Administrator may be expected to perform other duties necessary for the effective operation of the church.