

BETHEL LUTHERAN CHURCH
PARISH ADMINISTRATOR JOB DESCRIPTION

August 2000

PURPOSE

To oversee all administrative functions within the church and building in an efficient and timely way so that the pastors are free to minister to the members of the congregation.

QUALIFICATIONS

Excellent organizational and record keeping skills
Able to plan, prioritize and manage multiple tasks
Self-motivated, able to follow through
Able to work cooperatively in a team environment
Supervisory abilities: able to coordinate and delegate assignments
Effective written and oral communication skills
Good computer knowledge and skills
Maintain confidentiality
Maintain a positive attitude
Present oneself professionally

GENERAL

- Support the ministry of Bethel Lutheran Church
- Support the Professional staff: be available to the pastors, counselors, etc. for any assistance needed in direction or supervision of projects
- Support and assist committees, Church Council and the Council President.
- Minister to and assist the people who come into the office
- Attend staff meetings, staff retreats and Church Council retreat
- Prepare monthly Parish Administrator report for Church Council
- Maintain all employment records
- Troubleshoot. . . sounding board. . .customer service

OFFICE ADMINISTRATION

- Be responsible for the efficient and accurate operation of the church office.
- Oversee daily office work.
- Coordinate and oversee the duties and scheduling of the office staff.
- Schedule, train and oversee the office volunteers.
- Assist the pastors in utilizing the skills and gifts of member volunteers throughout the congregation to promote their sense of service to Bethel's ministry.
- Be responsible for scheduling appointments for the Senior Pastor
- Purchase or lease office equipment and service contracts: copiers, duplicator, postage machine, folding machine, fax and computers. Project replacement needs, including budget requests, interviewing companies to match equipment, budget and office needs. Provide training to employees and volunteers as needed.
- Procure all office supplies and materials. Project budget needs.
- Oversee office budget, which includes general office supplies, equipment leases, equipment service contracts, paper, postage, and computers.
- Oversee the organization and cleanliness of the office area.
- Supervise the publication of bulletins, announcements, welcome sheet, newsletters and other communications.
- Create as needed: bulletin boards, flyers, invitations, bulletin inserts.
- Oversee production of certificates for baptisms, weddings, first communion, confirmation, and new members.
- Update seasonal newspaper advertising and office phone recording, i.e Lent, Advent, summer schedules.

- Yearly update of Yellow Pages advertising.
- Oversee memorial contributions, recordings and acknowledgment.
- Oversee and coordinate the production of the congregation's Annual Report.
- Prepare Synod Parochial Report which includes recording members received, removed, transferred; pastoral acts such as baptisms, confirmations, marriages, and funerals.
- Maintain and safeguard all records, including Parish Register, membership database, equipment files, and all personnel files.
- Maintain and publish church calendar.
- Update church web site weekly.
- Oversee the maintenance of the weekly attendance report.
- Maintain and update the prospective member list. Support Pastor in developing Discovery classes. Create information packets for classes.
- Process new member information, including writing for transfers, entering info in data base and Parish Register.
- Develop, update and implement Church Policy manual.
- Document and update Office Procedures manual and Yearly Planning schedule (an office to-do list).
- Assist the pastors with scheduling weddings, including initial inquiries and visits, providing an updated Wedding Guide booklet, maintaining information of wedding couple and wedding plans, processing wedding certificate and license, and billing for services rendered.
- Support the annual stewardship campaign, including ordering and distributing materials, mailings and collating information.
- Assist pastors with special events within the church, such as baptisms, funerals, First Communion, Confirmation, 80+ celebration, etc.
- Assist pastors in preparation for church holidays such as Advent, Christmas, Lent, and Easter.

BUILDING USE

- Schedule and monitor the use of the building.
- Schedule all weddings in coordination with the pastors.
- Assign and collect church keys; maintain key assignment list.
- Communicate with Security Company as needed.
- Schedule yearly inspections of security system, fire alarm system and fire extinguishers.
- Work with Property Committee in obtaining and scheduling repairs for the facility.
- Maintain records of insurance coverage, equipment records and receipts, service contracts
- Assist the Property Committee in supervising of service personnel regarding lawn and building maintenance.
- Oversee and communicate with the janitorial staff, procuring all janitorial supplies.
- Work with Property Committee to communicate church needs to employed maintenance person.

FINANCE

- Process incoming bills, including preparation of vouchers for Council signatures, and preparation for treasurer
- Prepare payroll information for payroll service (ADP). Maintain records for treasurer.
- Prepare acknowledgment letters for special non-cash contributions.
- Communicate with and assist treasurer, financial secretary, offering counters, and Council liaison.
- Communicate with treasurer and church council in recommending adjustments to yearly budget.
- Copy and distribute financial reports to Church Council.
- Maintain records in Lock Box at Key Bank.

OTHER

PRAY . . . a lot!