

Resurrection Lutheran Church

Position: Parish Administrator

Reports to: Lead Pastor

Supported by: Personnel Team, Congregation Council, all staff

Classification: 32-Hours Week, Part Time

PURPOSE

The mission of the Parish Administrator is to oversee the daily operations of the congregation and to create a welcoming environment for persons who contact or work with the congregation. This includes fostering good communication within the organization and with those outside the organization, utilizing and maximizing volunteers, maximizing building usage and effective use of facility resources through event scheduling and the scheduling of routine maintenance and vendors, thus supporting ministry activities and reflecting the values of this congregation.

AREAS OF RESPONSIBILITY

Management of Office/Building needs –

- Performs and oversees administrative support to staff and ministry teams.
- Manages all requests for building/room usage, schedules usage to maximize use of space and ensures room setup prior to events.
- Orders/maintains supplies as needed – office equipment/supplies, janitorial and kitchen supplies, etc.
- Assist with the generation of the worship materials.
- Schedules RLC disciples as necessary for maintaining organization of kitchen, cleaning, and laundering/folding church linens, as well as helping with administrative duties – i.e. answering phone, assembling newsletters/mailings to the congregation, etc.
- Manages the maintenance of office equipment.

Management of Records Maintenance –

- Oversees the management and maintenance of all official records and files of the congregation (meeting minutes, parish records/legal documents, insurance, tax matters, contracts, major purchases, service agreements, warranties, etc.).
- Monitors and updates church database to ensure data is current (manages worship attendance record keeping, manages RLC guests, processes membership transfers as needed, shares appropriate data information with staff weekly, etc.).
- Develops annual reports for the congregation by compiling all ministry team reports and appropriated organizations within the congregation.
- The Parish Administrator demonstrates working knowledge of the records related to liability and property insurance, workers' compensation, and changes in existing policies under consultation with the Finance and Personnel Ministry Teams as appropriate. Also includes:

- Working knowledge of the church membership and financial software so they can answer simple questions from members.
- Handling invoice routing and inquiries as needed
- Send Vendors/Contractors W-9 forms to complete
- Obtain Certificate of Insurance from contractors before they perform any work coordinated with Property Team

Coordination of Communications –

- Answer the phone during office hours and direct calls to appropriate staff as needed. Greet persons entering the church office.
- Assists in the execution of the communication strategy including all printed and electronic materials (church email communications, letters, reports, press releases, social media platforms, website, master calendar, etc.) with accuracy and timeliness.
- Acts as a hub for the coordination and collection of all church communications.
- Develops an understanding of the latest digital communication tools.
- Updates the website weekly reflecting current events/promotional materials as needed.
- Serves as the point person for contacting and connecting with any outsourced IT services.

Support of Property Management Assistance, Maintenance and Repairs –

- Manages building access through assignment of building access codes and key allocations.
- Assist the Property Team in obtaining cost estimates/bids for services/repair work, schedules vendors, maintains files of maintenance/repairs performed, as well as files equipment manuals and other property/grounds documents/records.
- Responsible for coordination and management of the outsourced cleaning service.
- Develop and maintain an effective emergency management, safety, and security program.

Performs other duties/special projects as assigned or needed.

Nurture and Model a Vibrant Faith – Tend to your physical, emotional, and spiritual needs in order to model a vibrant faith and life for staff and RLC disciples.

QUALIFICATIONS AND EXPERIENCE

- Possess excellent interpersonal/communications skills – listening, writing and speaking – strong enough to communicate to pastors, ministry teams, staff, and the public in an effective, clear, positive, and persuasive manner.

- Experience in working with people, ability to relate well, involve others and foster teamwork. Ability to maintain confidentiality.
- Three to five years of experience working in a fast paced office environment. Previous church experience or experience working with volunteers is a plus, including experience in two or more of the essential functions provided by this position. Working knowledge in all of the functions provided by this position is preferred.
- Experience and knowledge of clerical procedures with demonstrated administrative skills, ability to multi-task and give attention to details necessary to move toward established goals.
- Computer skills and knowledge of relevant software to include Microsoft Office Suite, Publisher, and church database software. Familiarity and/or knowledge of accounting software.
- Demonstrate an ability to manage and utilize social networking platforms and electronic communications technologies (website, etc.) to effectively communicate. Experience in/familiarity with using technology to support collaborative approaches to ministry.
- Demonstrate an ability to make sound decisions and take independent action.
- Flexible and adaptable – able to work in an environment that can be fast paced, has frequent interruptions, many of which are often ‘urgent’ to the person making the request.
- A supportive attitude about team ministry, Resurrection, the Indiana-Kentucky Synod, and the wider ELCA.

The Following physical requirements are needed:

- Ability to stack chairs and set up tables for room setup.
- Ability to lift moderate weighted items (up to 30lbs) as needed.