

Faith Lutheran Church of Grand Blanc, Michigan

Job Description

Job Title: Church Office Administrator

Purpose: The Office Administrator will work closely with and be accountable to the Senior Pastor in the day-to-day administration of the church office. This includes but is not limited to communications, management of church data, office equipment and supplies, mailings, human resources compliance tasks and office policy development and tracking. The Office Administrator may utilize NACBA (National Association of Church Business Administration) as a resource to answer questions of business/legal issues in the church.

Hours: Full Time, Monday-Friday Office Hours

Salary & Benefits: Salary and benefits are to be established by the Board of Directors of Faith Lutheran Church.

Required Skills and Personal Traits:

- A personal commitment to Jesus Christ as Savior and Lord and a strong desire to serve within a Christian congregation.
- Excellent communication, computer and organizational skills.
- Effective verbal, writing, editorial and publishing skills.
- Ability to protect the reputation and integrity of others through strict confidentiality. Wisdom to refrain from indiscriminately sharing information is critical.
- Willingness to learn new skills, work as a team player and overall dependability and accessibility are very important.
- Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teach-ability and accountability.
- Should be a self-starter, good at multi-tasking and prioritizing projects.

Desired Qualifications: Bachelor's degree or equivalent experience. Prior experience in Church environment.

Job Responsibilities:

1. Risk Management – Under the leadership of the Board of Directors, ensure compliance with FLC's Constitution, Bylaws and Articles of Incorporation.
2. Correspondence – Compose letters as requested and ensure that all correspondence is mailed in a timely manner. Responsible for sending out acknowledgements to those making contributions to the memorial/endowment funds.
3. Manage the Production of Regular Electronic and Print Publications – This includes creating, proofing and publishing of print and electronic documents.
4. Administration of Computer Operations – Oversee and administer FLC's database system. This would include being knowledgeable in the access and use of the various applications, while acting as the database resource to both paid staff and volunteers who may use the system. This position also acts as the primary contact between FLC and the supplying software provider.

5. Maintaining Church Records – Utilize FLC’s database system to maintain all membership records including baptisms, confirmations, weddings, deaths, membership and guest attendance. Create all official church documents including monthly and yearly reports.
6. Keep the Master Church Calendar – All information for timing and facility usage for church and preschool events must be kept up to date and be readily accessible to all who use the calendar.
7. Electronic Bulletin Board – Oversee production and dissemination of current events information.
8. Maintenance of Office Equipment – Maintain a record of all service contracts and coordinate renewals and procurement with VP of Properties & Maintenance. Operate, clean regularly and recommend needs for all office equipment including copiers and computers.
9. Maintain files on all insurance policies (workers comp, building, liability, etc.) - coordinate with VP – Properties & Maintenance, the renewal of same.
10. Website Maintenance – Be familiar with the FLC website and support efforts to keep it current and effective. Also utilize current website format to create advertisements and other media content.
11. Maintain Petty Cash Per Treasurer’s Guidelines
12. Finance - Act as liaison between the office and the Treasurer for financial questions.
13. Mail – Manage the receipt and distribution of daily mail (in print and electronic form).
14. Office Supplies – Maintain inventory of office supplies and make materials available to staff and members as needed.
15. Daily Point of Contact - For business related issues of FLC and the Preschool.
16. Human Resources - Develop and maintain a human resources manual consistent with the Employment Resources Manual of the Missouri Synod under the direction of the VP of Salary and Personnel. Also serve as the Human Resources representative for Faith both internally and externally for the Lutheran Church Missouri Synod (LCMS) in regards to management of ministerial staff benefits.
17. Personnel Policies and Procedures – Ensure personnel policies and procedures are complied with as defined in the FLC Employee Handbook. The employee handbook should be reviewed and revised as necessary.
18. Hiring Process – Develop and maintain a hiring process that is consistent with legal and standard hiring practices. Prepare offer letters for approval by VP – Salary & Personnel.
19. Job Descriptions – Assist in the development and maintenance of job descriptions for all employee positions.
20. Vouchers - Assist in preparing vouchers and obtaining appropriate approval signatures.

21. Vacation and Sick Day Schedules – Maintain vacation and sick day schedules for the church staff in accordance with the employee handbook.
22. Faith Representative for Michigan District of the LCMS- Complete all paperwork necessary for The Michigan District/LCMS Statistical Reports as well as serve as contact person for all questions from District.
23. Funeral & Wedding Planning- Work with Faith’s pastors to coordinate all details of funeral and wedding planning as well as creating bulletins and setting up for these events.
24. Funeral Memorial Processing- Ensure that all Memorial Donations made to Faith in honor of a member get properly processed and then passed on to the Tellers and Financial Secretary to be processed.
25. Facility Usage- Serve as main point of contact for all Facility Usage. Maintain contracts and keys and ensure that the facility is properly taken care of. Also serve as liaison with Facility Host for events happening in the facility.
26. Newsletter- Create and design a newsletter to be mailed to all Faith members three times per year.
27. Social Ministry Contact- Serve as staff contact for community members who call with a need. Seek to find them resources for help and/or connect them to someone who can help, starting with Faith’s elected chairperson for Social Ministry.
28. Support Staff- Be primary support person for Ministerial Staff as needed.
29. Additional responsibilities and duties as assigned.