

Church Administrator Job Description

Reports to: Senior Pastor

Position is Part-Time (Approximately 20 hours per week)

Shared office responsibilities with Program and Worship Administrator and office volunteers

- Welcoming guests to the office (phone and in-person), receive deliveries, assist people in need
- Coordinating with Programs and Worship Administrator and Volunteers to communicate consistent information
- Offering care and listening ear

Church Administration

- Administrator to the Senior Pastor
- Maintain personnel and church Records
 - Includes: baptisms, new members, weddings, deaths, columbarium
- Manages data and data systems related to church membership (Elvanto and Tithe.ly) including entry, updates and reporting
- Manage staff/church passwords
- Staff Support: HR processes, celebrations, retreats, etc.
- Oversee Ministry Leader relations
- Prepare annual ELCA Congregational Report: Membership Statistics & Final Report Submission
- Prepare annual Budget for administrative costs and building expenses
- Receive funds and process deposit slips
- Manage annual Synod Assembly reservations and registration
- Prepare notifications to congregation of member funeral arrangements
- Order church supplies (kitchen, maintenance, janitorial, etc.)
- Oversee purchasing of IT Equipment, hardware and software
- Order columbarium nameplates and materials
- Track worship attendance and New Member/Visitor Tracking
- Work closely with Ministry Leader of New Members:
 - order name tags
 - update church records
 - take photos
- Cross-trained on Communication Manager role for continuity during absences
- Work with Communication Manager on Document Archiving

Manage Building Staff

- Supervise Building Staff
 - maintenance of building and equipment (in coordination with Property Ministry Leader)
 - custodial needs
 - room set-up/take-down for ministry and events
- Maintain outdoor sign messaging

Manage Building Use, Maintenance, and Church Calendar

- Coordinate building use requests and events with Communications Manager
- Coordinate traffic control as needed (i.e. holiday services)
- Coordinate with vendors, suppliers, contractors and leases
- Communicate calendar events with Ministry Leaders
- Purchasing of building and administrative supplies
- On-site Coordinator for Events
- Funerals - building use, volunteers and family communication

Maintain Systems

- Tithe.ly and Elvanto Systems - church giving and membership
- Slack Administrator
- Google Administrator

Coordinate with Ministry Leaders and volunteers as needed including:

- Worship Assistant Coordinator
- Angel Tree & Giving Tree Ministries Volunteer
- Altar Guild Ministry Leader
- Property Ministry Liaison
- Church Council Secretary

Knowledge, Skills and Abilities

- Welcoming attitude and a passion to serve others
- Patience, kindness and empathy
- Comfortable with Technology including Google suite and Canva and web-based applications.
- Bookkeeping including financial reports, coding invoices, managing contributions, etc.
- Highly organized and able to multitask
- Ability to work in a fast-paced, changing environment with deadlines
- Works collaboratively in a matrixed environment
- Dependable
- Ability to work a flexible schedule during busy seasons (advent/Christmas, lent/Easter, summer mission/trips, etc.)
- Capacity to pivot and transition smoothly from one path to another
- Self-driven with the ability to take initiative and learn new things

St. John endeavors to be a meaningful place to work with supportive co-workers and management in a mission-oriented environment. We have a trust-based culture at St. John within a team environment where we nurture our relationships and endeavor to support you as you care for yourself and your loved ones. We rely upon one another as we support the mission and serve each other.