



## **JOB DESCRIPTION**

**JOB TITLE:** Church Administrator  
**DEPARTMENT:** Administration  
**REPORTS TO:** Senior Pastor

**REV:** 09/01/22

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### **JOB SUMMARY:**

The Church Administrator manages, directs and provides clear direction for the administrative functions of the Church in a professional manner that supports Grace Lutheran Church's Mission, Vision and Values. These functions include, but are not limited to, Finance, Human Resources, Payroll, Office Administration and Risk Management. This person identifies needs for organizational change and works as a change agent in a way that generates enthusiasm among staff and produces demonstrated benefits for ministry effectiveness and advancement.

### **ESSENTIAL FUNCTIONS:**

#### **1. Business/Finance Management**

- a. Monitors financial reports, budgets, pledges and assures general accepted accounting practices associated with church finance are maintained.
- b. Supervises the Bookkeeper in charge of accounts payables and receivables. Conducts periodic auditing functions to assure accuracy and stewardship of church budget/funds.
- c. In collaboration with Senior Pastor, develops and presents an annual budget for Vision Board and congregational approval.
- d. Consults with and advises the Senior Pastor on business and administrative matters that affect the Church.
- e. Prepares monthly financial reports and administrator reports for the Vision Board, Senior Pastor and Program Staff.
- f. Represents the Church in financial, business and legal transactions, as allowable and approved by the Vision Board.
- g. Assures the filing of the Church's Parochial Report.
- h. Oversees investment, banking, billing, contracts, loan administration and payment procedures.
- i. Annually reviews insurance policies to assure adequate Church coverage and assures proper measures/policies/training are in place for risk management.
- j. Manages all business contracts and assures renewals and/or certificates of insurance are updated as needed.

- k. Assures database system(s) are current with technology and appropriate to meet the Church's size, financial and operational needs.
- l. Drafts and/or updates policies & procedures.

## **2. Human Resources Management**

- a. Assists in recruiting, hiring, training, motivating, evaluating and terminating staff.
- b. Serves as a resource for personnel matters, including benefits, compensation, contracts, salary plans, worker's compensation and wage and labor issues.
- c. Processes background checks for staff and volunteers and ensures they are up to date.
- d. Supervises the Administrative Support Staff including Administrative Assistant, Bookkeeper, and Custodians.
- e. Regularly reviews employee handbook, human resources policies, procedures and programs and presents recommendation to the Personnel Team.
- f. Ensures that all procedures are in written form and followed by staff.
- g. Attends Personnel Team meetings as requested.
- h. Maintains knowledge of safety and ergonomics issues.

## **3. Building / Facilities Management**

- a. Understands building's / facilities' sprinkler and fire detection systems, with the ability to troubleshoot systems as needed.
  - i. In collaboration with Administrative Assistant and/or designee, works with Volunteers who have knowledge of irrigation system, including programming and troubleshooting the system as needed.
- b. Troubleshoots/manages facilities' HVAC systems in conjunction with Building Committee, vendor and/or designee.
- c. Works with GRAMPS and/or designated staff to troubleshoot and/or assign work for minor facility repairs.
- d. Serve as a liaison with information technology vendors to assure proper access, security and equipment are maintained.

## **4. Other:**

- a. Meets with Senior Pastor and Associate Pastor on a regular basis to update them on administrative issues.
- b. Participates in internal and external meetings as needed.
- c. Serves on committees as needed, some evening work is required.
- d. Participates in community peer network group meetings/events.
- e. Performs other duties as assigned within scope and role responsibilities.

## **QUALIFICATIONS / JOB SPECIFICATIONS:**

1. Committed to Jesus Christ, having a personal lifestyle that is evidenced of this faith and a pleasing and welcoming demeanor.
2. Bachelor's degree in Business Administration or a related field, with five (5) years of relevant work experience. Experience in supervision of staff preferred.
3. Aptitude, knowledge and experience with computers and computer systems, along with all other office equipment.
4. Knowledge of building repair and maintenance, including HVAC and security systems preferred.
5. Must understand and agree with Grace Lutheran Church's Mission, Vision and Values.
6. Understanding of generally accepted accounting practices and reporting procedures as required within a non-profit setting. Basic Knowledge of accounting to oversee financial reporting for the Church.
7. Understanding of payroll and benefits administration, current employment laws and environmental/OSHA regulations.
8. Must be flexible, with the ability to communicate effectively and deal with a wide variety of people in a variety of settings.
9. High degree of organizational skills, accuracy, ability to work independently and proven problem solving and troubleshooting abilities. The ability to "think outside the box" to resolve issues as they arise and comfortable with decision-making.
10. Appreciation of team and individual performance, with the ability to provide clear directions, to support and enhance all facets of the Church's operational goals.

## **PHYSICAL DEMANDS/ABILITIES:**

1. Alternate sit, stand, or walk at will
2. Communicate verbally – expressing or exchanging ideas by means of the spoken word to impact oral information to co-workers, clients, visitors, guests or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly
3. Climb stairs/ramps
4. Crawl (moving about on hands and knees or hands and feet)
5. Crouch (bending body downward and forward by bending legs and spine)
6. Far visual acuity (clarity of vision at 20 feet or more)
7. Near visual acuity (clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
8. Fine manipulation (picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation)
9. Gross manipulation (seizing, holding, grasping, turning, or otherwise working with hand(s))
10. Keyboard use (entering text or data into a computer or other machine by means of a keyboard; devices include traditional keyboard, 10-key pad, touch screen and other)
11. Lift/carry (lifting is to raise or lower an object from one level to another (including upward pulling); carrying is to transport an object - usually by holding it in the hands or arms, but may occur on the shoulder.
12. Push/Pull – may involve use of hands/arms, feet/legs, and/or feet only done with one side of the body or both sides. Pushing is exerting force upon an object so that the object moves away from the force. Pulling is exerting force upon an object so that the object moves toward the force.

- 13. Reach at/below shoulder level – extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.
- 14. Ability to bend, stand, stretch, reach, stoop

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Employee

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Date

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Supervisor

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Date