**Position Description: Parish Administrator**

**Salary:** $18,890.00 annual

**Hours:** 25 hours per week, 8:00 AM to 1:00 PM, Monday – Friday

Alternative: 9:00 AM to 2:00 PM, Monday - Friday

1. **FUNCTION**

Assist the Pastor and church officers in the daily administration of the church.  Supervised by and reports to the Pastor.

1. **DUTIES AND RESPONSIBILITIES**

1. **General Duties**
   1. Maintain office decorum, establish and maintain routine operations within the Church Office.
   2. During normal working hours serve as the:
      1. direct link to the church for members and those outside the church;
      2. the church screening point for all incoming communication and personal contacts.
   3. Carry out the policies and procedures of the church and perform functions as directed by the Pastor and Congregational Council Members.

1. **Specific Responsibilities**
   1. Perform secretarial duties as directed by the Pastor.
   2. Prepare and print:
      1. bulletins for Sunday services on Friday;
      2. bulletins for all other services as directed;
      3. bulletin announcements for Services on Friday or as directed,
      4. monthly newsletter to be sent on the first of the month at latest..
   3. Determine the need for and order office and church supplies.
   4. Maintain membership information to include; new members, transfers, deaths, births, baptisms, address changes, and marriages in Rubix (our church software).
   5. Maintain and record all memorial gifts and send acknowledgement cards to appropriate donor/s.
   6. Assist Pastor in maintaining Church Calendar of events and Schedules for Worship Ministry Teams.
   7. Distribute invoices to appropriate people for approval of payment.
   8. Distribute the mail.
   9. Assist Congregational leadership in maintaining church rental records.
   10. Post all contributions for the Financial Secretary when he/she is not able to fulfill this responsibility.
   11. Post all contributions in Rubix
   12. Print monthly Vanco reports and update contributions each month.
   13. Print and maintain a record on hand of Congregational Council Reports for the year.
   14. Support ministries of the congregation working with lay leaders and facilitating congregational and community communication.
   15. Update the website with announcements and bulletins
   16. Perform any other duties as assigned by the Pastor.

1. **Other Tasks**
   1. Print agenda and minutes for council meetings.
   2. Prepare and mail all correspondence for congregational staff
   3. Maintain a current copy of the church directory.
   4. Prepare and print publications for church programs.
   5. Screen all calls for Pastor.
   6. Assist Pastor in scheduling appointments.
   7. Answer the church telephone.

1. **QUALIFICATIONS AND EXPERIENCE**

1. Committed Christian who can be entrusted with sensitive information and be expected to keep confidentiality.
2. Ability to meet current and long-range goals and objectives in an efficient and effective manner.
3. Ability to positively interact with church members and members of the community.
4. Demonstrated skills in the use of computer programs [Microsoft Office Suite, GSuite, website updating, databases, etc.], copy and fax machines, and other office equipment.
5. Knowledge of financial information to include but not limited to: reading and managing a budget.
6. Ability to organize and schedule work.
7. Ability to be flexible and adjust to task assignments, which can occur spontaneously and with immediate deadlines.
8. Graphic ability and skills to develop and print church documents.
9. High school diploma or GED.
10. Previous secretarial experience, preferably church related.

Interested applicants please email your resume to [pastorjen@zionluthchurch.org](mailto:pastorjen@zionluthchurch.org).