

## *Mt View Lutheran Church* *Edgewood, WA*

### Job Description: Church Administrator

---

#### **Position Summary:**

The Church Administrator provides business and operational support to church members, council, and professional staff. The Church Administrator will manage church finances, property, and office. He/she will also manage church personnel procedures and recommend selection of staff personnel to the Senior Pastor and Church Council.

#### **Job Responsibilities and Duties:**

##### Financial Management

- Oversees the work of the church bookkeeper in the receipt, deposit, and disbursement of all church funds.
- With the church accountant, establishes a financial record system for the church and directing its operations.
- Oversees the purchasing process and maintaining vendor relationships.
- Supervises the preparation of monthly financial reports to the Church Council, ministries, and committees.
- Maintains a proper cash flow control to meet obligations.
- Works with the Church Council, pastors, and the church bookkeeper to prepare an annual budget for approval by the congregation and implements it upon approval.
- Works with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
- Works with the council to obtain or restructure any long or short-term debt financing.
- Schedules an annual audit or review of the church's financial statements.
- Oversees the administering of the payroll for church employees.
- Ensures all tax reports (941, W-2) are promptly paid and timely filed.

##### Personnel Management and Disciple Facilitator

- Develops and administers the personnel policies and procedures of the church.
- Maintains personnel records.
- With the Senior Pastor, administers the performance evaluation system for applicable church staff.
- Hires and terminates support staff in consultation with the senior pastor.
- Periodically reviews wage and salary structures, personnel practices and benefits and makes recommendations to the church council.
- Ensures the church's compliance with federal and state labor laws.
- Liaison between the Community Center and the church

### Properties Management

- Directs the church's maintenance program by supervising the church custodian and outside contractors.
- In cooperation with Church Council and Community Center Board, develops and administers policies and procedures concerning the use of all church properties, and facilities.
- Assists the church property and management committee in their work with architects, contractors, sub-contractors and others in evaluation, planning, building, remodeling, and equipping church buildings.
- Oversees facilities management and maintenance of the church campus.
- Works with church members and outside organizations in coordinating the use of church facilities for meetings and activities.
- Evaluates periodically the insurance needs of the church and reports findings to the church council.
- Oversees the security of the church.
- Oversees risk management and safety issues of the church.
- Maintains an inventory of church property and equipment and a record of purchase of all major equipment.

### Office Management

- Responsible for the weekday operation of the church office, and supervises the secretarial, clerical and office personnel as assigned.
- Sees to the maintenance of all office equipment and computer systems.
- Ensures that proper computer backup is routinely maintained.
- Facilitates staff training on church computer systems and office equipment.
- Facilitates periodic review of computer systems and office equipment with assistance from the congregational members who are knowledgeable of technology.
- Administers the church office budget and building and grounds maintenance budget, including utilities and contract services.

### General

- Obtains advice on legal, business, and tax matters for the church and pastors.
- Participates in weekly staff meetings and scheduled council meetings.
- Selects and manages church vendors and competitively bids approved purchases.

### **Job Skills and Requirements:**

- A bachelor's degree in business or a related field or equivalent experience preferred.
- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.
- Practices, emphasizes, and fosters effective communication in the church organization.
- The ability to manage a consensus decision-making process.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.

- Timely and consistent attendance and availability in the evenings for committee and church council meetings.
- Excellent verbal and written communication skills.
- Knowledge of the Shelby church accounting software is a plus but not required. Must be willing to train on the Shelby system if not knowledgeable.
- Attention to detail and precision in all church documents.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.
- A commitment to confidentiality regarding all account records, both of the church and staff, and the members.

**Reporting:**

- The Church Administrator reports to the Senior Pastor.

**Guidelines:**

- Prefer a committed Christian who is an active member of a church.

**Hours and Compensation:**

- The Church Administrator position is full time.
- Compensation is dependent on qualifications and experience.
- Benefits include health, paid vacation and holidays, and retirement account.
- The church will compensate for any training necessary on new software or for continuing education.

---

To apply for the position of Church administrator, please submit the following:

- Letter of Application. The letter should address work experiences as outlined in the job description.
- Current resume.
- Three References. Please provide the name, address, phone numbers and email address for each of your references.

Send all required documentation to:

By US Mail  
Pastor John L. Vaswig  
Mt View Lutheran Church  
3505 122<sup>nd</sup> Avenue East,  
Edgewood, WA

By Email  
jlvaswig@mtviewlutheran.org

Please submit documents in doc., docx. or  
PDF format.