



Employee:

Supervisor: Rev. Daniel (Danny) C. Phelps

Position Status: Part Time Salary (10 hours max per week)

Health Benefits: NOT APPLICABLE

Date of Hire:

Position Title: Parish Administrator

Position Title: Pastor of Bethany Lutheran Church

Compensation: \$8060.00 (as of 1/1/2019)

Vacation / Sick Time: 10 personal days

Notify Supervisor 2 weeks prior to any vacation time.

DUTIES & RESPONSIBILITIES

INTRODUCTION AND SUPERVISION

The Parish Administrator is an essential element in the smooth functioning of the church. The Administrator runs the church office, handles the administrative responsibilities and provides a wide range of support to the pastor, and Church staff, as well as the Congregation Council. The Parish Administrator typically is often the first person visitors and newcomers come across at the church, whether by phone or in person, and is therefore an important part of the church's public image and outreach. Discretion, a positive attitude, strong problem-solving abilities and excellent interpersonal skills are critical qualifications for anyone occupying this position.

The Holy Spirit is leading us to call a Parish Administrator to serve with us to carry out ministry opportunities with and for people of all ages. We hope to be more mission driven and reach out to those beyond our membership and share the Good News with them.

The work of the Administrator is therefore essential to the functioning of the church as it seeks to serve God, its members and the wider community. A high level of Administrative service helps to create a setting conducive to worship, study, discussion, pastoral care and fellowship.

The primary responsibility of the Parish Administrator is to efficiently and confidentially oversee and manage the office of Bethany Lutheran Church, with oversight and maintenance of all activity schedules, events and records of the Parish.

The Parish Administrator serves the disciples/members of Bethany Lutheran Church as the primary contact person among congregational members, community members, business affiliates, and all others communication with or within the congregation. The Parish Administrator will work with coworkers, congregation disciples/members, volunteer leaders and other Bethany leaders. The Parish Administrator will contribute to a positive working atmosphere in a team-based setting that supports the congregation's mission. The Parish Administrator will be dealing with private affairs and must maintain confidentiality at all times.

This is a Part-Time position.

This position reports to and is supervised by the Pastor or designate, accountable to Congregation Council for overall performance. Regular reviews and performance appraisals will be completed by the Pastor and a member or members of the Congregation Council or Congregation Council designate(s).

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

High school diploma or general education degree (GED); one to three years related experience and/or training.

Language Skills

This person shall possess excellent interpersonal and communication skills.

Ability to read and comprehend instructions, correspondence, and memos.

Ability to write correspondence.

Ability to effectively present information in one-on-one and small group situations to pastors, employees or members of the church.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability and Organizational Skills

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Shall possess excellent organization skill with the ability to create and maintain filing systems.

Computer Skills

Proficient with the use of computers and computer filing systems.

Proficient in Microsoft Office and web-based communication.

With training, become proficient in the use of church management software, website and web based social media management.

Previous knowledge of Quicken or other financial software a plus.

Confidentiality

Ability to maintain a high level of confidentiality.

PHYSICAL DEMANDS

Individuals in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities with or without reasonable accommodation.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMMENTS

This is a part-time position, based on the demands of the church. The statements in this Position Description are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.

This job description is for informational purposes only and should not be construed as a complete listing of job responsibilities and requirements. This job description may be modified at any time, for any reason, at the sole discretion of church management.

All employment is subject to drug/substance screening, a criminal background investigation, and a positive reference screening.

ESSENTIAL DUTIES AND RESPONSIBILITIES

includes the following. Other duties may be assigned.

GENERAL

- Greet people as they enter the church and school offices and monitor who is in the buildings.
- Serve as the general information center for the entire church.

- Handle incoming telephone calls promptly and courteously. Screen and route all incoming calls, as appropriate.
- Pick up, distribution and dissemination of all mail and correspondence. Check email for Bethany Church, distribute and disseminate appropriately and respond as appropriate /necessary.
- Answer mail – correspondence (writing letters), phone calls, etc.
- Keep an accurate calendar of all activities relating to the life of the Congregation.
- Coordinate all income and financial records for Bethany Church, with the Congregation Financial Secretary.
- Maintains accurate listing of suppliers and technicians.
- Process requisitions from all departments, coordinating with Pastor, Chief Lay Officer, and/or Congregation Treasurer, as necessary. Places all order for supplies and technicians from all departments.
- Order office supplies such as forms, letterheads, envelopes, etc. (must stay within office supply budget for the Congregation)
- Assures that necessary research is completed to ensure that supplies, equipment and contractors are purchased/engage with best possible quality and pricing.
- Bookkeeping
 - To keep confidential all financial information.
 - To complete data entry and maintain computer records of all income.
 - To enter all invoices submitted for payment, cut checks, submit to treasurer for approval and signature, and prepare for mailing.
 - To balance checking account and investment accounts and submit reconciliation to Treasurer for signature.
 - To submit to the Pastor, Congregation Treasurer, Congregation Council and Parish Administrator a listing of all checks written during the month.
 - To prepare monthly reports for the Treasurer, Financial Secretary, Congregation Council and individual ministry teams, as applicable.
 - To process payroll on a biweekly basis.
 - To maintain appropriate record keeping for employee Personal Time Off (PTO).
 - To prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare 1099s and W-2s at year-end.
 - Prepare a yearly budget draft for review by the Congregation Council, presentation to and adoption by the Congregation during the Annual Congregation Meeting.
 - To back up the computer system.
 - To prepare year-end financial reports for annual meeting.
 - To perform other necessary and related work as may be assigned.

BETHANY LUTHERAN CHURCH

- Coordinate scheduling for weddings, baptisms, funerals and burials.
- Keep accurate membership records (new members, baptisms, weddings, deaths, etc.).
- Maintain and update records: births, deaths, address changes, baptisms, confirmation, marriages, funerals, etc.
- Coordinate groups wanting to use the church facilities and send letters advising of costs and building use policy
- Maintain schedule of building use for the Church Building.
- Prepare for Sunday Worship:
 - a) Print weekly worship bulletins using congregational and denominational resources
 - b) Print Scripture lessons for the lectors and mail to lectors
 - c) Print prayers for use in worship service from *Sundays and Seasons*
 - d) Print children's bulletins
- Prepare as needed any funeral or wedding bulletins.
- Enter records of attendance into church management software
- Identify for pastor visitors' attendance (using Visitor Sign in book)

- Newsletter: Compile, type, print, and distribute according to approved schedule
- Maintain home communion schedule
- Assist in the preparation and dissemination of schedules for lectors, liturgists, communion assistants, and ushers and counters of the offering.
- Prepare Annual Congregation Meeting booklet
- Prepare new notebooks for incoming council members
- Compile, type, print, and mail special publications as required (e.g. Advent Booklets, special congregation mailings, congregation directories, etc.)
- Serves as primary liaison with tradesman and technicians engaged to perform maintenance and repairs on all office equipment.
- Serves as secondary liaison with tradesman and technicians engaged to perform on church properties.
- Assists when facilities and arrangements are needed for weddings and funerals, or other special services.
- Serves as primary liaison with Portico Benefits or other such organizations as designated by the Evangelical Lutheran Church in America.
- Provide support for the work of the Financial Secretary
- Assist with development of Annual Spending Plan for approval during Annual Congregation Meeting.
- To prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- Maintain and update Website and internet Social Media for Bethany Church.
- Other duties as assigned by the Pastor, or the directed to the Pastor from Congregation Council.

SUPERVISORY RESPONSIBILITIES

This position may supervise other office and school staff and, occasionally supervise seasonal workers and volunteers as determined by Congregation Council.