

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.60  
Subject Church Administrator  
Effective Date 8/14/03  
Revised 1/1/15, 1/1/2020  
Committee Personnel

Organization/Church Employees/Church Administrator

Reports to Pastor

Position Summary

The Church Administrator is responsible for all accounts receivable of the church and Early Learning Center, oversees all functions of the church office and supervises the office staff.

Principal Accountabilities

Financial

1. Supervises counting and depositing of offerings; records deposits; submits to Treasurer
2. Coordinates records for all financial memorial gifts, and offering envelope assignments
3. Prepares financial review/audits; completes annual PCI survey
4. Assists Treasurer with preparation of annual budgets for church and Early Learning Center
5. Assists individuals requesting vouchers.

Personnel - Coordinates Human Resources for church and Early Learning Center personnel.

1. Administers employee personnel files and clearances.
2. Administers employee benefit plans, enrollment and record keeping.
3. Handle all workman's comp claims, communication, record keeping and paperwork.

Early Learning Center Specific

1. Provides financial information to the director of Early Learning Center.
2. Collects and deposits weekly tuition payments for Early Learning Center; schedules weekly EFT tuition transactions; provides FSA receipts for parents; prepares and distributes year-end receipt of payment to all childcare families.
3. Provides weekly communication for Early Learning Center parents with outstanding balances; determines payment plans; communicates with director regarding outstanding balances.
4. Updates webpage content on church website.

Office

1. Supervises office staff.
2. Maintains church/parish and attendance records in a secure fashion at the church office.
3. Functions as the staff liaison to the pastors and other designated staff in planning, coordinating and implementing services, projects and events.
4. Prepares Annual Congregation Report; completes the ELCA end of year congregational report, including the financial component provided by the Treasurer.

5. Ensures proper maintenance of all office equipment, and acquisition of equipment and technology to promote office efficiency; purchases supplies within budgetary guidelines.
6. Serves as liaison with technology support (office and Early Learning Center).
7. Handles confidential and sensitive reports.
8. Maintains the Policy Manual in hardcopy format, electronically, and posts on the church website.
9. Maintains committee and Council minutes, agendas, and supporting documents in hardcopy format and electronically.
10. Attends and participates in staff meetings.
11. Responds to emails and calls from members or non-members with various requests.
12. Assists with projects of other staff members and church leaders/members, as needed.

#### Building Management

1. Receives all requests for meetings and groups to utilize the church building.
2. Reserves all rooms and events in an electronic calendar which is accessible to all staff.
3. Maintains building use authorization forms for all groups using the building.

#### Communications

1. Maintains and updates website on a regular basis.
2. Sends weekly newsletter, and other timely communication to the congregation.
3. Edits and publishes video recording of worship services.

#### Qualifications

1. Supervisory experience.
2. Excellent organizational skills with the ability to plan, organize, and delegate.
3. Ability to develop the capacity of others to be effective team members and contribute to the efficient operation of the office.
4. Ability to communicate effectively in writing and verbally with others.
5. Knowledge of church and parish policies and procedures.
6. Ability to manage conflict effectively.
7. Experience with accounts receivable and general ledger.
8. Computer skills necessary: experience with Microsoft products, knowledge of QuickBooks.
9. Independent work ethic to implement congregational and committee decisions and to meet required deadlines.