

LORD OF THE MOUNTAINS LUTHERAN CHURCH  
POSITION DESCRIPTION

**CHURCH ADMINISTRATOR**

Status: Part Time, Non-Rostered, Hourly Non-Exempt

February 2021

**Purpose:**

Provides a wide variety of administrative support to the pastor, church staff, and church council as well as a welcoming atmosphere in the office, on the telephone, and in person.

**Duties and Responsibilities:**

1. **Public Relations:** The church administrator welcomes and assists people coming to the church office, including members of the congregation, groups renting the facility, vendors, and visitors seeking information about services, membership, and programs.
2. **General Office Duties:** Answers and returns telephone calls, responds to emails, maintains the church calendar, church supplies and computer system.
3. **Maintains Records:** The church administrator will maintain paper files as well as electronic records of the congregation, including births, deaths, baptisms and transfer of membership, church bulletins, e-news, church directory, music copyrights, background checks, forms, and annual reports.
4. **Worship:** Compiles and publishes bulletins using Publisher for all worship services and special occasions; prepares the weekly electronic newsletter using Mailchimp; coordinates announcements submitted for both the eNews and weekly bulletin; copies, formats and publishes all congregational mailings.
5. **Pastor Support:** The church administrator will assist the pastor with the Sunday worship book, special events, and scheduling. The administrator is encouraged to be present on Sundays twice a month and will attend staff meetings if schedule allows.
6. **Other Duties as Assigned:** The church administrator will periodically assist the treasurer of the congregation, the church maintenance committee, organizations that rent space in the church, the webmaster, and the editor of the weekly eNews, including updating all information and formatting as requested using Mailchimp.

**Compensation**

**Hourly Pay:** \$20.00/hour depending upon experience. PT Non-Rostered, Hourly Exempt  
**Hours:** 9:00 am to 3:00 pm Tuesday through Friday. Additional hours depending upon special events.

**Personal Time Off (PTO):** Will accumulate one hour of PTO for every 30 hours worked.

**Holidays:** Lord of the Mountains recognizes ten paid holidays

**Continuing Education:** Eligible for one continuing education program each year with financial assistance from the congregation

### **Qualifications**

- Minimum of AA Degree or equivalent experience or course work. Bachelor's Degree preferred.
- Familiarity with general office procedures either through formal training or equivalent work experience.
- Proficiency in Google Calendar, Mailchimp, Microsoft office products including Publisher, Word, and Excel.
- Experience with social media.
- Excellent verbal and written communication skills.
- Ability to work collaboratively on the church team and with the public.
- Strong organizational skills and attention to detail.
- Willingness to grow in administrative skills through continuing education.
- Flexibility, adaptability, and ability to work under the pressure of a weekly timeline.

### **Physical requirements of the position include:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Use of hands to handle, feel, grasp, and operate objects and tools, and to reach and lift with hands and arms
- Hand-eye coordination is necessary to operate computers
- Hearing and speaking ability are required to answer phone calls and communicate with people
- The employee is frequently required to stand, sit, walk, stoop, and kneel
- The employee must frequently lift and/or move up to 15 pounds

### **Accountability**

Reports directly to the pastor or Personnel Committee if the pastor is not available.

### **Evaluation**

The Church Administrator will have a 3 month probationary period and an annual evaluation conducted by the pastor and the chair of the Personnel Committee.

### **Equal Opportunity Employment**

Lord of the Mountains Lutheran Church does not discriminate on the basis of race, color, gender, national origin, creed, ancestry, age, disability, sexual orientation, gender identity and expression, or veteran status.