

OUR REDEEMER'S LUTHERAN CHURCH

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PARISH ADMINISTRATOR

Job Description

Goal: In a diverse and secular world, by the power of the Holy Spirit, to expedite and support the vision and ministries of Our Redeemer's through faithful stewardship of the financial, facilities and human resources our God of abundant grace has entrusted to us.

General Expectations:

1. Work together with pastors, staff and people of ORLC in a relationship built on trust and directed by the following vision:
In the model of Christ, we are an inclusive, devoted, caring, spiritual community willing to accept challenges, to take risks, and to grow.
2. Enthusiasm for Our Redeemer's vision and goals.
3. Share a commitment to your own spiritual and professional growth.
4. Participate in the life of the Our Redeemer's community and encourage the same among the congregation.
5. Believe and teach that ministry belongs to the whole people of God, not just clergy or staff.
6. Identify, invite and develop volunteer partners and leaders for this ministry, with the goal of developing disciples.

Key Areas of Responsibility:

1. Financial Resources
 - a. Participate in finance committee meetings; provide administrative support.
 - b. Work closely with treasurer and financial secretary to ensure accurate, timely and transparent financial operations.
 - c. Process invoices for payment, with critical eye.
 - d. Data entry regarding expenses.
 - e. Prepare and manage payroll using 3rd party payroll service.
 - f. Prepare end of month report for pastors, finance committee and Church Council.
 - g. Prepare fiscal year-end report.
2. Facilities Resources
 - a. Ensure proper upkeep, repairs, maintenance and general order of property and furnishings.
 - b. Draft and implement maintenance contracts.
 - c. Coordinate with partners in creating and implementing a preventative maintenance program. Find participants.
 - d. Maintain inventory of furnishings, equipment and other major materials.
 - e. Coordinate approved facility improvements.
 - f. Review, revise as appropriate, and manage facility use program.
 - g. Hospitably coordinate and manage short and long-term use of facility for both of Our Redeemer's campuses.
 - h. Oversee insurance requirements, including certificates / proof of insurance form.
 - i. Ensure compliance with all laws and with fire, health and safety codes.

- j. With Pastors and Council, establish and maintain guidelines for facility use; consult with Pastors and Council for facility uses outside of guidelines.
3. Human Resources
 - a. Work with Council, staff and Pastors to identify potential Personnel Committee members; take lead in creating committee.
 - b. Participate in Personnel Committee meetings and provide administrative support.
 - c. Work with Personnel Committee to ensure compliance with employment law.
 - d. Manage benefits, including ELCA pension, etc.
 - e. Maintain employee records, including vacation and sick leave, and administer benefits programs.
 - f. Work with administrative assistant to maintain and encourage use of ORLC participant / member skills, connections and interests.
 4. Administrative Support and Oversight
 - a. Fulfill ELCA and synod reporting requirements.
 - b. Participate in staff meetings; follow through to execute actions.
 - c. Oversee purchasing and maintenance of office supplies and equipment.
 - d. Maintain and update technology and office equipment for all staff.
 - e. Supervise custodial staff and administrative assistant.

This person will report to the Lead Pastor.

Words of Encouragement, Hope, Trust and Support

The congregation pledges its prayers and support for the conduct of this ministry. Other staff persons will be in regular conversation and prayer with the Parish Administrator for the good of the church and its mission, and for the development of personal and professional relationships.

The Parish Administrator will be paid an hourly wage commensurate with experience, plus an allowance toward health insurance. Two weeks paid vacation, 11 paid holidays. Exact hours of work are to be negotiated; 20 hours per week, including some evenings for meetings and the occasional weekend day.

Traits and Abilities:

1. Professionalism and confidentiality.
2. High level of efficiency, accuracy and attention to detail without losing sight of the big picture.
3. Ability to work collaboratively with staff, pastors, congregation and facility users.
4. Able to set, adjust and keep priorities, accomplishing work in an environment with many distractions and simultaneous demands.
5. Self motivated and able to take initiative and follow through until a need/task is accomplished.
6. Excellent computer skills, including Microsoft Office, and accounting software. An ability to assist with computer hardware and software solutions is a plus.
7. Comfortable with short deadlines; comfortable with change and evolving tasks.
8. Familiar with church systems and volunteers.
9. Ability to assist and direct others to follow through with tasks.
10. Basic accounting / bookkeeping skills.
11. Have a valid Washington State Driver's License, and proof of insurability.