



Mount Carmel Lutheran Church

TITLE: Office Administrator

PURPOSE: To oversee the day-to-day administrative, financial, communications, and church office operations of Mt. Carmel Lutheran Church and to support the pastor and church leaders in the administrative functions of the church

RELATES TO: To the Mt. Carmel Pastor, who is the supervisor;
To the mission/vision/policies of Mt. Carmel through the Church Council;
To the staff and church membership, through the personnel committee
as a supportive team player

RESPONSIBILITIES:

- **Administrative/office management**
 - First point of contact for the church
 - Negotiates with vendors, manages contracts for office equipment (folder, copier)
 - Orders supplies for the church and church office
 - Maintains risk and Workers Compensation insurance and all legal documents under the supervision of the church financial committee
 - Manages the calendar of church activities including outside groups (AA, Casa, Scouts, etc.)
 - Directs incoming correspondence and inquiries to the appropriate staff member or church leader for resolution and response
 - Parish record keeping (church membership data base and other records)
 - Prepares year-end Annual Report and other end-of-year functions and reporting
- **Financial Manager**
 - Records other financial gifts and contributions, including memorial contributions
 - Administers payroll for church and child care and completes payroll/payroll taxes payment and reporting
 - Manages accounts payable, including church credit cards
 - Issues quarterly contribution statements and does all end-of-year processing, including W2s and 1099s.
- **HR and Personnel**
 - Works with Personnel Committee on hiring and new employee orientation.

- Maintains up-to-date and accurate personnel records and files, including on-boarding of new employees
 - Administers benefits, including Workers Compensation for church and child care
 - Keeps master copies of church policies for staff, including hiring, new employee orientation.
 - Worship Volunteers
 - Assists the Director of Worship and Music as needed with management of worship volunteer schedules using the MSP scheduling software and communication with members regarding updates and changes.
 - Worship
 - Keep a worship and church activity planning calendar
 - Print and distribute the weekly worship bulletins, scripture passages, bulletin inserts, etc.
 - Coordinates worship flowers and contributors.
 - Communications
 - Prints and mails the monthly Tidings newsletter and weekly announcements in the bulletin, and occasional special mailings.
 - Works with the communications contractor on design and printing of special projects and programs.
 - Manages the church's computer technology including hardware and software used by church staff, coordinating with outsourced support contracts and vendors as needed.
 - Supervises office volunteers who assemble newsletters and bulletins and provide other support to the church office and programs.
 - Administrative assistant/secretarial duties, answers phones, etc.
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QUALIFICATIONS:

1. Must be at least 21 years of age.
2. Employment is subject to a criminal background check and to the employee's ability to work and travel within the United States.
3. Prefer a 2-4-year college degree, preferably a B.S. or B.A. degree.
4. Prefer 5 years of experience in church administration and/or human resource and/or non-profit bookkeeping/finance.
5. Should have good interpersonal skills and the ability to relate to the many constituencies connected to this position.
6. Must have ability to maintain confidentiality in personnel and personal matters.
7. Must have the ability to work independently and help resolve issues as needed. The person in this position works without supervision most of the time.
8. Must have the ability to multi-task from day to day. The church's weekly schedules vary so the ability to complete regular or routine tasks done in a timely manner is imperative.

9. Demonstrated proficiency using the internet, Microsoft Word, Outlook, Adobe Acrobat, Microsoft Publisher and other software. Other software or websites used at Mt. Carmel require word processing knowledge.
 10. Must quickly demonstrate proficiency using CMS (Church Management Software) data base for maintaining membership records in supporting of church committee work.
 11. Must be able to quickly demonstrate proficiency using the Parish Soft accounting software for accounts receivable and accounts payable, processing payroll, and paying payroll taxes
 12. Must be able to sit for periods of time as well as lift and reach items stored in cabinets and drawers such as reams of paper, 3 inch 3-ring binders, over-sized reference books, etc.
 13. Must be able to walk and use stairs. Some areas of the church are only accessible by stairs.
 14. Must be able to stand for 30 minutes or more. For example, when using copying and folding machines.
 15. Must demonstrate a mature Christian faith and life in relationship with Jesus Christ.
 16. Must be willing to commit to the ministry and tenets of the Mount Carmel Lutheran Church and the Evangelical Lutheran Church in America.
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POSITION DETAILS:

- This is a part-time hourly position based on an average of 15 hours per week year-round. The weekly schedule and hours worked may vary, with some weeks being more and other weeks less.
- The position is subject to the personal policies and procedures of Mt. Carmel Lutheran Church.
- Mt. Carmel Lutheran Church follows the ELCA Equal Employment Opportunity policy, which states:

“In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the ELCA will be based on merit, qualifications, and abilities. The ELCA does not discriminate in employment opportunities or practices on the basis of race, color, sex national origin, age disability sexual orientation, or any characteristic protected by law. As a church, the ELCA may consider religious factors, including clergy or lay status, in making personnel decisions.”