

# **PARISH ADMINISTRATOR**

*Grace to you and peace from God our Father and from the Lord Jesus Christ.*

The Parish Administrator is a ministry position of Our Savior's Lutheran, and is under the direction of the church council and senior pastor implementing the policies and goals of the congregation. The Parish Administrator is a steward of all the gifts God has entrusted to Our Savior's Lutheran Church including volunteers, members, financial resources, personnel, administrative and physical resources of the parish.

The Parish Administrator's life and vocation should embody Christian faith, principles and values.

## **QUALIFICATIONS**

- College/technical degree and a minimum of 5 years business/administrative experience.
- Excellent interpersonal communication skills
- Ability to be a team leader and supervisor of the lay staff
- Knowledge of accounting principles and practices
- Ability to maintain confidentiality
- Excellent organizational skills with the ability to prioritize and be flexible
- Knowledge and ability to efficiently utilize computer systems and software
- Access to independent transportation for occasional meetings, events, errands, etc.

## **ADMINISTRATIVE DUTIES**

1. Under the Senior Pastor's direction, oversee the management of all official records and files of the congregation.
2. Prepare an Annual Report of the congregation.
3. Prepare an Annual "Congregational Report" for the Northwest Synod of Wisconsin and the Evangelical Lutheran Church in America.
4. Maintain security of records, files, and key files.
5. Act as the purchasing agent for supplies and office equipment for the congregation.
6. Responsible to the Senior Pastor and church council.

## **COORDINATION**

1. Coordinate the daily work of the lay staff, which includes secretaries, custodians, ministry associates, and other, paid lay staff.
2. Oversee the coordination of daily functions of the congregation: maintain the church calendar; schedule events at Our Savior's Lutheran, including space allocation and reservations for those events.
3. Provide staffing, with the assistance of the Ministry Coordinator, for volunteer or paid office receptionists as needed.

meetings, etc.

### **PERSONNEL**

1. Create (within six months of employment) a Personnel Policies manual (subject to review and approval of the church council) and thereafter administer the Personnel Policies manual.
2. Responsible for the hiring, training, supervision, and termination of lay salaried or ministry staff under the direction of the church council. Hiring or termination of lay salaried staff requires approval by a majority vote of the Church Council.
3. Administer salary and benefit programs of the congregation.
4. Maintain accurate up-to-date Personnel files on each employee including vacation, sick days, education days, compensation time, and criminal background checks.
5. Responsible for the annual review and evaluation of office and custodial staff and may participate in the same for ministry associates.

### **FINANCIAL**

In conjunction with the church treasurer and Finance Committee, (under the direction of the church council)

1. Accurately maintain all financial files and records and establish a responsible cash flow system.
2. Supervise the counting of all offerings and revenue including maintaining an up-to-date "Cash Handling Policy" of the congregation.
3. Prepare, administer, and review the budget process in collaboration with the Finance Committee, subject to review and approval of the church council.
4. Coordinates and reviews parish organization (youth, circles, etc.) funds.
5. Provide financial reports to the Church Council and committees as requested.
6. Record and maintain accurate up-to-date records of membership contributions.
7. Act as liaison between the congregation and synod in financial matters.
8. Manage accounts payable and payroll.

### **Hours of Work, Compensation, Benefits**

- 1. Hours of Work:** The employee shall be required to work a minimum of 45 hours per week, which may include weekend and evening hours for finance committee, church council and other meetings as necessary. The normal office hours are Monday-Friday 8:00 a.m.-5:00 p.m. (with 1 hour lunch). Sunday 7:30 a.m. to 10:30 a.m. Sunday office hours or 3 hours during the week can be covered by others.

includes

salary, withholding taxes, employer paid social security and Medicare, health insurance, retirement

benefits, etc. Employee shall notify employer how compensation shall be allocated.

**3. Vacation:** The employee is eligible for one week vacation for each four months served, or

3 weeks per calendar year .

**4. Travel:** The church will reimburse you monthly at the current IRS rate for your church related business miles.

**5. Benefits:** Within the first year of employment those continuing education expenses approved and granted by the church council will be paid. This amount may include classes or seminars.

**Employee is Responsible To:**

1. The congregation of Our Savior's Lutheran Church as represented in their duly elected and called leaders as follows: a) The Church Council who will provide direction, support and review. b) The Senior Pastor (who may delegate some or all of the oversight to the Associate Pastor).

**Duration:** This contract shall be for a period of one ( 1) year from the date of the signing of this document. This position may be renewed by the parties on a yearly basis.

**Termination:** The parties hereto may terminate this Agreement as follows:

1. Employee shall have the right to terminate this Agreement, with or without cause upon written notice to the church. If the termination is without cause, Employee shall provide the church thirty (30) days advanced written notice prior to the termination of this Agreement. During that time period, Employee shall, at the option of the church, be obligated to fully perform the duties and obligations as set forth herein. If the termination by Employee is for cause, the termination shall be effective upon receipt of written notice of termination to the church.
2. The church shall have the right to terminate this Agreement, with or without cause upon written notice to Employee. If the termination is without cause, the church shall provide Employee thirty (30) days advanced written notice prior to the termination of this Agreement. During that time period, Employee shall, at the option of the church, be obligated to fully perform the duties and obligations as set forth herein. If the termination by the church is for cause, the termination shall be effective upon receipt of written notice of termination to Employee
3. Termination for cause as set forth above shall include, but is not limited to, the following:
  - a. Failure to the church to function as a going concern or conduct its operations in a normal course of business in a courteous and professional manner.
  - b. Failure of Employee to conduct himself as an employee of the church in a courteous and professional manner
  - c. The incapacity or serious illness of Employee sufficient to significantly affect the ability of Employee to perform his obligations under this Agreement.

or acts involving moral turpitude, or any other criminal acts.

d. Any material breach of this Agreement by either party.

e. Mutual written agreement of the parties.

4. In the event of termination of this Agreement, whether by mutual agreement of the parties, by written notice with cause, or by written notice without cause, Employee agrees to immediate return to the church, any property in the possession of Employee owned by the church.

**Consent to Criminal Background Search:** Because of the position of Parish Administrator involves interaction with all types of members of the church, young and old, the church requires all prospective employees to voluntarily submit to a criminal background check through the State Attorney General's Office. By signing this agreement, the employee specifically consents to said background check and waives any claim against the church for performing said background check.

**Change of Duties:** It is specifically understood by the employee that from time to time, the specific duties of the Parish Administrator may change and this agreement shall be modified accordingly.

**Acknowledgement:** By signing this agreement, the employee states that he has read the document in its entirety, that he understands each and every provision contained herein, and that he consents to be bound by its contents and give the church permission to perform the Criminal Background Check as set forth above.