

The office administrator of Hope Lutheran Brethren Church (Hope) is responsible for ensuring smooth operations within the organization and its ministries while upholding the church's mission, vision, and statement of faith. The purpose of this position is to manage the ongoing operations of Hope in an organized and clear fashion that supports and facilitates the mission of the church. In addition, this position will provide administrative support to the lead pastor and serve as the front-line for communications to Hope and its community, especially as it relates to the ongoing ministry activities of the church.

### Relationships and Accountability

- The Office Administrator directly reports and is accountable to the Lead Pastor. He/she will meet regularly with the Lead Pastor and attend and contribute in scheduled staff meetings and/or ministry leader meetings as deemed necessary.
- There are no positions, paid or volunteer, that report directly to the office administrator, however, this position has managerial authority as may be required to maintain the smooth flow of the organization. Examples include – implementation of policies, building usage, scheduling activities, advertising and event promotion, and maintenance of records.
- Professional development and evaluation should occur through honest, ongoing feedback and meaningful conversations on at least a monthly basis. An annual professional review process may also be conducted by the Lead Pastor. On-the-job training will be provided as necessary. (*Professional Development opportunities, such as training seminars, may be funded by the church when appropriate and with prior approval.*)

### Qualifications and Competencies

- Hope's Office Administrator must confess personal faith in Jesus Christ as Savior and exhibit a life which gives evidence of that relationship.
- This person will possess excellent organization, communication, and computer skills. This job will require both the ability to work well with people and attention to detail. Previous secretarial and/or office management experience is preferred.
- A college degree and/or relevant training or certification in secretarial and/or office administration is advantageous, but not required.
- This individual will be a self-starter, disciplined and diligent with his/her time, and able to work independently with minimal supervision.
- Because of the nature of work in the church, this person must view this position as a ministry as well adhere to strict confidentiality.
- Recognizing that working with a team is essential to a successful ministry, it is expected that he/she will be able to work closely with other staff members and volunteer ministry workers.
- Time will be spent deepening his/her skills and treating this position as a ministry. More significantly nurturing his/her own relationship with Christ is valued. It is thus strongly encouraged that this individual will participate in weekly worship and small groups where spiritual growth and care may be facilitated.
- The individual in this position will adhere to guidelines and procedures as designated in official church documents such as the constitution and bylaws, this job description and any policy manuals or handbooks.

### Responsibilities and Duties

- The Office Administrator will work in conjunction with the Lead Pastor to alert staff and ministry leaders as to what is needed and when for the organization to run smoothly.

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- Manage the church office and office resources, including but not limited to: managing an inventory of supplies and the development and oversight of the office operating budget.
- To offer a knowledgeable presence during office hours
- Responsible for facilitating church information and communications, including but not limited to: bulletins, phones, emails, incoming and outgoing mail, mailboxes, social media, etc.
- While producing print, web, publication, or display materials, proof reading for spelling, word usage, and proper grammar are vital. As necessary, this person will recruit additional help in proof reading.
- Keep current records including but not limited to: attendance, visitors, Sunday school, volunteers and positions, background checks, staff vacation days, etc. Maintain a database as appropriate.
- Administer and manage office policy enforcement and scheduling of topics including but not limited to: building use, equipment use, bulletin boards, flyers, mailboxes, announcements, baptisms, weddings, etc.
- Maintain and communicate the master church calendar while coordinating logistics and ministry needs
- Work in conjunction with the Lead Pastor to create, manage, and maintain all church policy manuals and handbooks. These handbooks will contain appropriate policies and guidelines and will be made easily available to all staff and ministry leaders as needed.
- Under the guidance of the Lead Pastor, and as hours permit, the Office Administrator shall be available as a resource and administrative support to the volunteer ministry leaders to help facilitate as able.
- Assist the Lead Pastor and/or worship service coordinator and worship leaders to facilitate the necessary resources for Sunday, holiday, and special worship services.
- Provide administrative and secretarial support for the Lead Pastor.
- Assist in keeping contact between hospitalized parishioners, homebound, and nursing home residents and the pastoral staff and other care ministries. Confidentiality policy must be respected.
- The Office Administrator is an integral part of Hope's ministry team. He/she will work in conjunction with the staff, elders, and ministry volunteers in a yearly review of church ministries and overall church strategy.
- Manage the collection of ministry reports and the production and distribution of annual reports in advance of Hope's annual meeting. (Additional hours may be required/provided with prior approval.)
- Expected to coordinate and/or provide administrative support for Hope's major annual events such as, the annual Leadership Advance and Potato Days. (Additional hours may be required/provided with approval.)
- Cooperate with the church treasurer to facilitate the day-to-day business of fiscal responsibility as requested. This may include overseeing the payment of bills, data entry, record keeping, correspondence, and other tasks in support of the treasurer.
- Manage, along with the Lead Pastor, in cooperation with the trustee board, insurance details for Disability & Workers' Compensation, Property & Abuse, Liability, and other insurance needs.
- Manage, along with the Lead Pastor, in cooperation with the trustee board, Hope's compliance with State & Federal Laws and State & Federal taxes, and other public policies that affect church operation and finances.
- While fulfilling the obligations of this position may require time beyond the stated hours for special events and church year services, this individual will work at keeping a balance between home and work. One's family should not be sacrificed for the sake of the ministry. (*Overtime will require prior approval.*)
- Other duties as assigned.

## Terms

**Hours:** This is a 20-25 hour per week staff position

**Benefits:** five paid holidays and up to 20 hrs. of paid personal time off per year (*prior supervisor approval required*)

**Compensation:** \$17 per hour