



Church Administrator

Position Details:

- Reports to: Executive Team
- Status: Part-time (10-20 hours per week)
- Location: Hybrid (some in-office hours required weekly)
- Compensation: Negotiable (non-exempt)
- Vacation: 2 weeks

Job Summary:

The Church Administrator will help to realize the mission of Immanuel Lutheran Church by fulfilling the administration responsibilities of the church as well as providing general office support, volunteer coordination, treasurer assistance, facility management, worship service and fellowship preparation, and technical support for all church-related functions. This individual will also organize the various types of information critical to day-to-day management of the church, coordinate church-wide logistics, and ensure proper communication of all information related to the church's operations and ministry.

Required Skills:

- Maintain strict confidentiality
- Strong verbal and written communication skills.
- Strong organizational skills and ability to multitask.
- Strong interpersonal skills
- Strong computer and technology skills.
- Proficient in Microsoft 365, including SharePoint, Microsoft Word, Publisher, Excel, and PowerPoint, and admin skills, such as managing distribution lists
- Proficient in Sign-up Genius & other SAS subscriptions (online software)



Essential Duties and Responsibilities:

Administrative Tasks:

- Support Pastor, council and committee liaisons with administrative assistance
- Record attendance information
- License Renewals (bingo, raffle, etc.)
- Update and maintain membership database; transfer information; prospective member information, etc.
- Work with the pastor and congregation's staff, if any, and council to ensure the storage and protection of all important documents and papers.
- Submit annual reports of the congregation's corporate status
- Submit copies of constitution and bylaw amendments to the synod
- Compile and prepare annual report documents
- Coordinate communication and signage for capital fund-raising campaigns

General Office Tasks:

- Maintain a neat and orderly office.
- Uphold guidelines for a professional, Christian organization.
- Monitor phone messages, relaying all messages in a timely manner (remote access)
- Monitor office email addresses
- Process all incoming and outgoing mail
- Prepare documents for marriages, baptisms, and confirmation.
- Maintain church-wide calendar / event creation
- Process mailings, stewardship letters, annual reports, etc.
- Produce, copy and distribute monthly newsletters
- Email and mail copies of newsletter.



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- Coordinate periodic congregational mailings
- Summarize and post council minutes
- Prepare an annual list of membership changes
- Purchase office, building, communion/worship, and kitchen supplies
- Update bulletin boards
- Assist with additional tasks and projects as needed

Treasurer Assistance Tasks:

- Sort, confirm accuracy and prep bills for payment
- Collect receipts for reimbursement
- Mail out checks signed by Council Treasurer
- File paid invoices by vendor
- Audit file preparation
- Work with the treasurer and pastor to ensure timely filing of the congregation's annual parochial report

Facility Management Tasks:

- Schedule facility inspections as required (fire, elevator, etc.)
- Update Security System contacts
- Schedule and facilitate the use of the building with staff, volunteers and outside organizations according to the building use policy
- Coordinate meetings with contractors, utility companies and others as needed to secure quotations for larger building projects
- Coordinate custodial staff and other maintenance issues

Service Preparation Tasks:

- Set up for services, fellowship, etc.
- Create / Edit weekly bulletins
- Send our weekly announcements



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- Purchase needed supplies and groceries for services and fellowship
- Mail or email lecture readings weekly
- Produce and assemble all bulletins and announcements, to include weekly and special services.
- Create weekly PowerPoint slides for services

Volunteer Coordination Tasks

- Schedule events and meetings in ChurchTrac
- Coordinate volunteers for fundraising events
- Help coordinate various duties such as altar guild, ushers, streaming personnel, greeters, Sunday school staff, decorating help, spring and fall clean up, etc.
- Coordinate volunteer office assistants to greet and assist visitors
- Maintain Sign-Up Genius and bulletin boards for events and volunteers
- Follow up on Time & Talent volunteers (from Stewardship campaign)
- Reach out to new member to volunteer for events or committees

Website and Related Technology Tasks:

- Update website with current information, newsletters, etc.
- Maintain Microsoft 365 distributions lists
- Update ChurchTrac church management software
- Manage and maintain church logins and passwords
- Manage file structure for all documents on Microsoft OneDrive
- Create Google Docs as needed