

## Church Business Administrator Christ Lutheran Church Wantagh, New York

Christ Lutheran Church in Wantagh, New York is a congregation of the Metropolitan New York Synod of the Evangelical Lutheran Church in America. The congregation, founded in 1926, is at the crossroads because of the retirement of the pastor. It will allow the congregation to reassess the direction that it will take in the years ahead. It has, however, been determined that the next pastor of the congregation will need to focus more on outreach to the community and the pastoral needs of the congregation. With that in mind, Christ Lutheran Church is seeking to fill a new position, Church Business Administrator. While the pastor is ultimately responsible for the entire operation of the church, the Church Business Administrator will be responsible for all business operations of the congregation. The following is to be considered a starting point for this position, with new and additional opportunities for expanding the ministry of the congregation an important guiding principle.

1. Manage the operations of the church office
  - a. Consolidate, enhance, and improve the data base of the church. Publish an annual directory of members
  - b. Manage the preparation and editing of the monthly newsletter, The Spire, both in print and electronically for appropriate distribution.
  - c. Prepare weekly email blasts about the activities of the church to members and friends of the congregation.
  - d. Maintain congregation's website along with other social media platforms (Facebook, Twitter, Instagram).
  - e. Coordinate the video ministry of the congregation for appropriate distribution and circulation.
  - f. Coordinate other mailings, including preparation of the annual report
  - g. Coordinate all fundraising activities of the church.
  - h. Serve as purchasing agent for all office and committee needs.
  - i. Coordinate a volunteer network for the congregation.
  - j. Manage and maintain the personnel records of church employees.
  
2. Vendor management
  - a. Coordinate the bid process with the appropriate committees on any project of the church.
  - b. Manage the relationship with the cleaning company and custodians.
  - c. Be responsible for working with any other vendor that does business with the church.
  
3. New Opportunities
  - a. Initiate and develop new projects that will expand and enhance the ministry of Christ Lutheran Church.

Please include your resume and a letter of introduction explaining your interest in this position, including your relevant skills and related experience. Christ Lutheran Church is an equal opportunity employer. All applicants will be considered for employment without attention to sex, race, ethnicity, religion, or sexual orientation. Salary commensurate with experience. Please send all inquiries to [church@clcwantagh.org](mailto:church@clcwantagh.org).