

St. John's Lutheran Church

81 Christopher Street, NYC, NY 10014

212-242-5737 stjohsnyc.org

Parish Administrator Job Description (Updated 2021)

Function: The Parish Administrator is responsible for the smooth functioning of St. John's Evangelical Lutheran Church's office and provides administrative support to the Pastor. The Administrator works on behalf of the St. John's congregation. The Administrator must be able to work effectively with church leaders, church staff, members of the congregation and office drop-ins, treating all with respect and professionalism. The Administrator will help create a safe environment and an atmosphere of warmth, patience and hospitality.

Accountability: The Administrator will report directly to the Pastor and work under their supervision.

Supported by: The St. John's Church Congregational Committee, congregational volunteers, Pastor, and Staff.

Qualifications:

- Some college education preferred
- Experience in office management, preferably in a church environment
- Proficient in MS Office (Word, Publisher, Excel, Outlook, PowerPoint)
- Experience with Constant Contact a plus
- Experience in desktop publishing to prepare weekly bulletins
- Experience with website and social media management.
- Experience supervising staff
- Excellent verbal and written communication skills
- Flexible and able to work under pressure
- Must maintain a high degree of confidentiality.

Responsibilities:

1. File and maintain church records.
2. Prepare weekly worship bulletins.
3. Prepare weekly e-newsletter via Constant Contact.
4. Coordinate rental of facilities and invoicing, schedule meetings and activities.
5. Manage the church website and other publicity.
6. Offer assistance to Financial Secretary and Treasurer as required.
7. Support worship and other events (including, but not limited to: hospitality, PowerPoint management, audio/visual coordination)
8. Oversee requests for various information.
9. Maintain office supplies and equipment.
10. Answer the telephone and update the answering machine.
11. Receive guests and access appropriate staff.
12. Handle the mail along with the Pastor.
13. Other duties as assigned by the Pastor.

Required professional and personal characteristics:

1. Commitment to healthy communication channels and being a strong team player with the Pastor, Staff, congregational members, and outside renters.
2. Dependable, responsible, and able to initiate work independently.
3. Must have regular timely attendance during stated or negotiated hours.
4. Attention to detail and the ability to perform responsibilities at maximum efficiency.
5. Ability to maintain a high level of confidentiality a must.
6. Ability to work late hours as required.

St. John's Lutheran Church Responsibilities:

1. Hourly compensation will be a minimum of \$20 per hour.
2. Weekly workload will average 16-20 hours, as needed.
3. One week of paid vacation.
4. One paid sick day is available for each month worked. Employee may not accumulate more than five sick days.
5. Suggested work days will be Tuesday, Thursday, Friday, and Sunday. Some flexibility is possible. Other days may be requested as demands require.
6. If the following federal holiday falls on a regular work day, the work day will be considered a paid vacation day:

Martin Luther King Day

Presidents' Day

Memorial Day

4th of July

Labor Day

Thanksgiving Day and following Friday

Christmas Day (When it falls on a normally scheduled work day.)

New Year's Day (When it falls on a normally scheduled work day.)