

St. Stephen Lutheran Church (SSLC)
612 Jamestown Road, Williamsburg, Virginia 23185-3945
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Our Context

St. Stephen Lutheran Church (SSLC) & Preschool is an active congregation of the Evangelical Lutheran Church in America (elca.org). Our congregation has approximately 350 members and hosts a half-day preschool that serves 50 students Monday through Friday mornings. Our congregation was established in 1956 in order to serve the faculty and students of William & Mary. The mission of SSLC is to invite all to grow in celebration of God's grace through Word and Sacrament, to love and sustain one another, and to serve others in the community and the world. The vision of SSLC is to gather to worship and study God's Word, deepen our faith, live our Christian witness, and serve the community.

Title: Parish Administrator

Reports to: Pastor/Church Council

POSITION SUMMARY

Provide administrative support to the pastor, staff, preschool and congregation. The parish administrator often provides the first impression of the congregation. The parish administrator must show special concern to those seeking support at a time of crisis and maintain absolute confidentiality for anyone seeking pastoral assistance. The work of the parish administrator includes, but is not limited to: data and records management, phone and email support, supplies and inventory management, communications work, managing use of church space by parish and outside groups, supporting church ministries and committees, supervising the part-time office assistant, and coordinating volunteers. The parish administrator will be a resource person for both members and non-members, and a welcoming and responsive presence in our church's office.

The parish administrator is a ministry position of SSLC and is under the direction of the Pastor implementing the policies and goals of the congregation. The parish administrator is a steward of all the gifts God has entrusted to SSLC 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.

MAJOR DUTIES AND RESPONSIBILITIES

1. Parish

- a. Provide a warm welcome to all who contact the church office, in person or by telephone/email.
- b. Prepare weekly church bulletin, announcements sheet, calendar, and schedules.

SSLC Job Description – Parish Administrator, continued

- c. Maintain church membership records, including transfers in and out, births, deaths, baptisms, weddings, personal information changes. Maintain a congregational membership directory of addresses and phone numbers.
- d. Prepare and print all Lenten, Christmas, wedding and funeral bulletins, in addition to weekly bulletin.
- e. Assist editor of *The Quill* (monthly newsletter) in gathering and processing material each month. Work with congregational volunteers to prepare bulk mailing of *The Quill* each month.
- f. Record and acknowledge all memorials and special donations.
- g. Prepare certificates for weddings, baptisms, and Affirmations of Baptism.
- h. Receive, collate, produce and distribute monthly Congregational Council reports and annual congregational reports.
- i. Assist leaders of ministry groups and committees with communication, by disseminating schedules and meeting notices.
- j. Coordinate data-gathering for the annual Parochial Report for the Virginia Synod and the ELCA.

2. Preschool

- a. Coordinate all enrollment information.
- b. Maintain record of students' information: parents' names, addresses, phone numbers, emergency numbers utilizing ProCare Database.
- c. Collect and record all tuition payments and provide receipts to parents.
- d. Prepare and mail correspondence for the Director.
- e. Publish monthly newsletter and notices for parents as well as an annual information booklet for each new school year.

3. Administration

- a. Receive and distribute incoming mail, including e-mail.
- b. Administer the payment of bills following our financial procedures.
- c. Receive and keep safe funds received during the week for the congregation and pre-school.
- d. Establish and maintain confidential files and records as required by both the church and the pre-school, including time cards of hourly staff.
- e. Order and receive supplies.
- f. Prepare letters and other documents, including proofreading and editing for accuracy of content, spelling, grammar and punctuation.
- g. Provide assistance to the Building and Property Committee to ensure that the buildings, grounds, and equipment are kept in a state of good condition, good appearance and cleanliness.
- h. Make recommendations to the Finance Committee and Congregational Council when extraordinary expenditures or repairs are required.
- i. Serve as liaison between Congregational Council, Building and Property Committee and architects/contractors for work to be carried out on church property. Periodically inspect and review progress on such projects.
- j. Organize and direct the work of the church office.

- k. Develop and update effective standards, procedures, policies, and working methods.
- l. Oversee a master calendar of events and schedule of facility use.

4. Additional duties. Perform other duties as requested by the Pastor and/or Council related to the effective and efficient operation of SSLC. These duties will be conducted in a manner which fosters trust and teamwork with staff, church members, and others using the services and/or facilities of SSLC.

QUALIFICATIONS

- Ability to work effectively and tactfully with a wide variety of individuals, including staff, congregation, guests, and volunteers.
- Ability to be a team leader and supervise part-time office assistant.
- Ability to maintain confidentiality in all matters relating to Parish, Preschool and staff management.
- Knowledge and experience in the operation of commonly used office equipment including computers.
- Demonstrated high level of proficiency in MS Word, Excel, Publisher; familiarity with Google Drive and Church Windows database software desirable but not required.
- Basic knowledge of bookkeeping is desirable, but not required.
- Excellent organizational skills, accuracy and attention to details. Must be able to manage processes.
- Versatility, flexibility and a willingness to adapt to changing priorities.
- Excellent written communication and presentation skills.
- Two-year college/technical degree and a minimum of 2 years business/administrative experience preferred.
- Ability to pass a background check.

Hours of Work, Compensation, Benefits.

This is a regular full-time, salaried position.

1. Hours of Work: Typically the work week will consist of 40 hours, which may include minimal 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), though there is some flexibility. Final schedule to be determined in collaboration with the Pastor. Additional hours may be necessary during peak church holiday seasons.

2. Compensation and Benefits: Total compensation package for the first year will be between \$42,000 and \$48,000 net annually, depending on experience, qualifications, and specific benefit package, which may include salary, withholding taxes, employer paid social security, 10% retirement, 50-80% of healthcare, plus life and disability life insurance.

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3. Vacation/Medical Leave: The employee is eligible for 20 days of all purpose leave (APL) for the first two years, 30 days thereafter accrued per calendar year.

4. Additional 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.

Please email all inquiries and/or resumes to pastorjn@saintstephenlutheran.net
