

St. Peter's Lutheran Church

Job Title:	Parish Administrator	Job Category:	Administration
Department/Group:	Administration	Job Code/ Req#:	
Location:	St. Peter's Church, Lancaster	Travel Required:	Occasional
Level/Salary Range:		Position Type:	Full Time Exempt Salary
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Reports to Senior Pastor		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: sshattuck@stpeterslutheran-lanc.org Subject Line – FT Parish Administrator Attention: Karen Peiffer, HR Chair		Mail: Sandy Shattuck St. Peter's Lutheran Church 10 Delp Road Lancaster, PA 17601	
Job Description – Subject to Regular Review at the Discretion of the Organization			
<p>PRIMARY FUNCTION: The Parish Administrator works closely with the Senior Pastor and Congregation Council to manage the business of the parish including the areas of finance and accounting, risk management, human resources, facility management, staff management, strategic planning, and communication.</p> <p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Manage church facilities usage by St Peter's ministries, Pre-School Program, and outside groups. • Oversee and administer the Building Use Policy including but not limited to: <ul style="list-style-type: none"> ○ Master calendar, key inventory, appropriate resources, preparation, and building lock up. • Staff support for property and administration ministries. • Assist with vendor management relating to the property ministry. • Supervise and conduct performance evaluations for direct reports. • Manage custodial care of church facilities to maintain appropriate housekeeping standards. • Oversight of church financial transactions through the book keeper including accounts payable, posting contributions, Pre-School billing, receipts, collections and payroll. • Serve as the HR liaison to the Pre-School program working with the Pre-School Director to ensure compliance with state and federal workplace regulations and "safe church" policies. • Assist Senior Pastor in conducting annual performance reviews of his/her direct reports as needed. • Train the staff in conducting effective performance reviews and establishing standards of performance. • Implement and administer the annual review process. • Conduct an annual review of administrative policies and coordinate recommended changes with the HR Committee. 			

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- Ensure that proper accounting, bookkeeping and fiduciary controls and practices are observed in all financial management procedures.
- Oversee church IT infrastructure. Manage and coordinate with outside service providers as well as maintaining appropriate software/hardware for use in financial and administrative areas.
- Interact with Church Council as necessary to ensure effective facilities and administrative staff management
- Participate in church staff meetings.
- Other duties as assigned.

**Parish Administrator will be evaluated annually by the Senior Pastor and the HR Committee Chair.

Qualifications and Education Requirements

- Must be able to maintain a high level of confidentiality.
- Strong organizational and multitasking skills.
- Experience in the supervision and evaluation of staff.
- Experience with facilities maintenance and management preferred.
- Working knowledge of IT systems, software, and hardware.
- Working knowledge of accounting procedures and fiduciary responsibilities.
- Ability to manage and coordinate volunteers desired.
- High level of comfort with electronic media. Computer skills with MS Office Suite.
- College degree preferred.

Preferred Skills

Reviewed By:	HR Committee	Date:	9/5/13
Approved By:	Church Council	Date:	9/9/13
Last Updated By:	HR Committee	Date/Time:	9/5/13