

Role Description: Church Administrator

Introduction

The Church Administrator facilitates a welcoming atmosphere and support for the work of Gospel proclamation at Concordia. This role combines assistance to Ministry Staff and oversight in the administration of the congregation. It requires excellent communication and inter-personal skills as well as the ability to work in both big-picture and detail areas.

Qualifications

- It is important to the success of the role that the Administrator understand Christian ministry work in general and especially that of Concordia as a congregation of Lutheran Church–Canada. Strong preference will be given to a Christian who has Concordia as a church home or is willing to call Concordia church home.
- Inter-dependent team player. The ability to work diligently and independently within the specific role yet works well with other staff and volunteers.
- Exceptional interpersonal communication skills (both in-person and through technology such as phone, email, etc.).
- Excellent technology and computer skills. Full training on specific hardware and software will be provided, but general comfort with technology, willingness to learn, and the ability to “pick things up quickly” is critical.
- A detail-oriented person with an ability to appreciate the “big picture” of ministry.
- Demonstrated experience and skill in office administration is an asset.
- Experience and skill in bookkeeping is an asset.

Areas of Responsibility

Church Reception

- Be a welcoming “first face” that people see when visiting the building.
- Receive and direct of information and questions to appropriate staff and volunteers.

Ministry Support

- Assist Ministry Staff and key volunteers to support the work of ministry (e.g. membership records, church bulletins, email newsletter, worship slides, etc.)

Finances

- Bookkeeping tasks (data entry, writing cheques, making payments, etc.).
- Work together with the volunteer Treasurer to produce reports for leadership and congregational meetings.

Properties

- Coordinate facilities use and bookings for both congregational and community groups. This includes coordinating room and resource bookings and access to the building, receiving donations, etc.
- Manage supplies for congregational work (e.g. worship items, office supplies, etc.)
- Report building issues to the volunteer Director of Properties, liaise with insurance company and other outside workers as needed.

Staffing and Leadership

- Recruit, lead, and support volunteers to serve in the church office as needed.
- Report to congregational leadership through written reports and attending leader and congregational meetings as needed.

Support and Accountability

- Though the Administrator communicates with large numbers of people, the Administrator will receive primary support and accountability from the Pastoral Office. The Administrator is ultimately accountable to the congregation through the staffing and Governing Team structure.
- The position is a flexible one that is responsive to the needs of Concordia. Other duties may be assigned if gifts and time allow, upon agreement of the Administrator and supervisor. There will be frequent and ongoing communication to ensure the Administrator is properly equipped and supported for success in the role.

Hours and Remuneration

- This position will start at 20 hours per week, with the possibility of increasing hours in the future. Desired hours are Monday-Friday, 4 hours per day during daytime hours (e.g. 9am-1pm or 10am-2pm). The specific schedule will be arranged with the successful candidate.
- Wage will be approximately \$20-25/hour and will be commensurate with demonstrated skill and experience.
- Vacation time and personal leave will be given in accordance with congregational policy and managed by the supervisor, with due consideration to both needs of the individual and the congregation.

Application Process

This position will be posted until filled, ideally starting in July 2024. To apply, please submit a résumé and cover letter to Pastor Michael Schutz online at cncrd.link/adminjob, by email to mschutz@concordialive.ca or in-person at 2800 South Main Street, Penticton.

We thank all those who express an interest in the role and who submit an application. Only those candidates selected for an interview will be contacted.