



HOLY SHEPHERD LUTHERAN CHURCH

9770 Keilman Street

St. John, IN 46373



Rev. Dr. Eric C. Schlichting, *Pastor*

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www.holy-shepherd.org

Parish Administrator

Interested candidates should forward a resume and references to Ed Keleher, chair of the staff relations committee at edward.keleher@valpo.edu.

1. Foundation in Scripture
 - a. 2 Corinthians 9:12: The rendering of this ministry not only supplies the needs of the saints but also overflows with many thanksgivings to God.
2. Position Summary
 - a. Greets and assists members and visitors to the church. Responsible for maintaining computerized congregational records related to membership; for producing bulletins, newsletters, reports, publicity, and special mailings; and for carrying out other administrative tasks as assigned. Supervised directly by the Pastor and reports to the Congregation Council.
3. Principal Responsibilities
 - a. Maintains office hours. Greets members and visitors in a friendly and professional manner in person, phone and email, determines their needs, directs them to the appropriate person or place as needed and assists as needed.
 - b. Prepares materials for worship services and events.
 - c. Provides and prepares marketing materials and distributions
 - d. Gather articles and create and send out Midweek News email and monthly newsletter – both digital and print.
 - e. Maintains church register
 - i. Manages data on members and prospective members and produces mailing labels numbers when needed.
 - ii. Publishes annual church directory.
 - f. Financial administration
 - i. Acts as purchasing agent for staff, church and office for necessary items. Records, tracks and reports church credit card purchases to financial administrators.
 - ii. Acts as the authorized agent for the church digital bank accounts, including setting up the accounts for users.
 - iii. Designates budget line for bill payments prior to distribution to accounts payable
 - iv. Send Vanco report to financial administrator.
 - v. Address, mail and distribute account payable checks upon signature by Council Treasurer

- vi. Responsible for all functions of Major Mission and Mission of the Month, including selecting recipients with Pastor, publicity of missions, tracking monies received, creating liabilities in ledger, reconciliations of the account, preparing, and distributing checks as needed and in a timely manner.
- g. General Office Administration
 - i. Generates calendars for congregation and staff
 - ii. Sends out notifications of announcements and cancellations
 - iii. Arranges for repairs to office equipment and other immediate need building issues. Communicates and coordinates additional needs related to the building with property chair.
 - iv. Retrieves, opens and distributes incoming correspondence – mail and email – in a timely manner.
 - v. Coordinates building use for outside use – showers, meetings, blood drives, etc.
- 4. Other Considerations
 - a. This is considered a full-time position with the option of benefits under the ELCA’s Pension and Health Benefits Plan. If the Office Manager wants medical insurance for his or her spouse and/or children, the cost of the premiums must be subtracted from his or her salary as an after-tax payroll deduction.
 - b. Vacation time and other benefits are determined by the congregation’s Staff Guidelines.
 - c. As with all staff members, the Office Manager’s work will be reviewed annually by the Staff Relations Committee and the Congregation Council.
 - d. Volunteers are a foundation to this Church. As such, the occupant of this position will be expected to facilitate efficient means of utilizing the volunteer efforts of this Church.
- 5. Basic Qualifications
 - a. Commitment to God, His church, and the mission and ministry of Holy Shepherd.
 - b. Excellent attitude, interpersonal skills and communication abilities necessary to interact with a wide range of members and visitors.
 - c. Self-starter, ability to work independently and in a group setting and able to handle multiple tasks with simultaneous deadlines.
 - d. Proficient computer skills including, but not limited to, Microsoft Office (Word, Excel, Publisher, PowerPoint) and databases.
 - e. General accounting knowledge.
- 6. Compensation
 - a. Total compensation package in the range of \$40,000.
 - b. Employee may elect to receive this compensation
 - i. Entirely as cash salary, or...
 - ii. Split between cash salary and 403(b) retirement benefit, or...
 - iii. Split among salary, health insurance and 403(b) retirement benefit.